List of Annexes

Annex A : Selected Municipalities in the West Bank

Annex B : Kobo Collect App

        Annex B1 : Introduction to Kobo Collect

        Annex B2 : Kobo Collect Use Manual

        Annex B3 : Questionnaire

        Annex B4 : Data Collection Manual

Annex C : Safety Walks Report

Annex D : Recommended Report Structure

Annex A : Selected municipalities in the West Bank

The consultancy firm can submit to one or "two lots but different teams", each lot proposal should be in separate envelope.

LOT 1 North West Bank Area	Jenin Nablus

LOT 2 South West Bank Area	Jericho Beithlehem Cluster[1]

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[1] Bethlehem cluster includes: Bethlehem, Beit-Sahour, Beit Jala and Adoha

PREPARING FOR MOBILE DATA COLLECTION
KOBO BRIEFING

/Website Link: https://www.kobotoolbox.org

Introduction Video : https://www.youtube.com/watch?v=4PNtT51h3CQ

MOBILE DATA COLLECTION

1
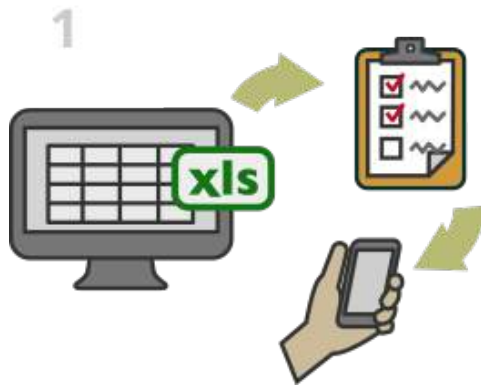
Design your form using an online form builder

2

Collect information using your phone

3

Analyze and map your data faster

MOBILE DATA COLLECTION

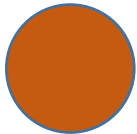| Paper less	Efficient	Secure	Reliable

- **Online**

  •Collect and store data instantly into one centralized database

- **Web Based**

  •Access forms using your web browser.

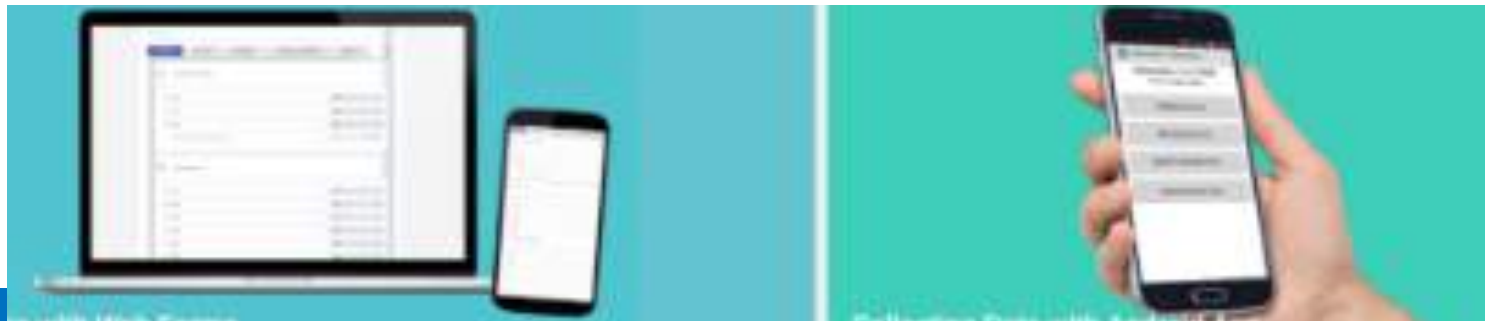- **Offline**

  •Users can access forms while out of office in the field.

  •Data collected is synchronized later when connected to the internet.
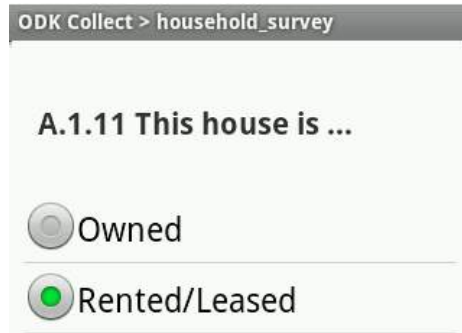
- **Mobile Based**

  •Use KoBo Collect tool to collect data while out in the field using your mobile phone.
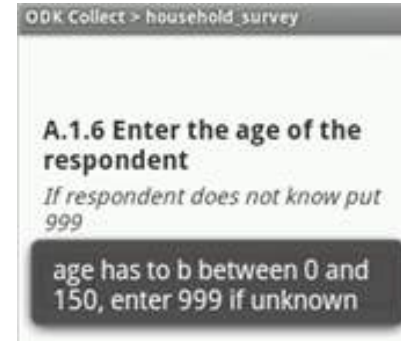
ADVANTAGES

- Predefined fields

- Validation Rules

- Centralized data storage
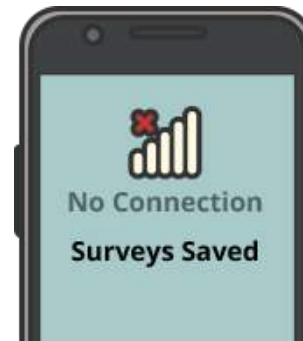
- Offline & on the go

Most Common scenario – Using paper based questionnaire form

Questionnaire Design	Field Data Collection	Collect filled forms	Data Entry	Data Cleaning	Data Analysis

Koboform

Paper based

KoboCAT
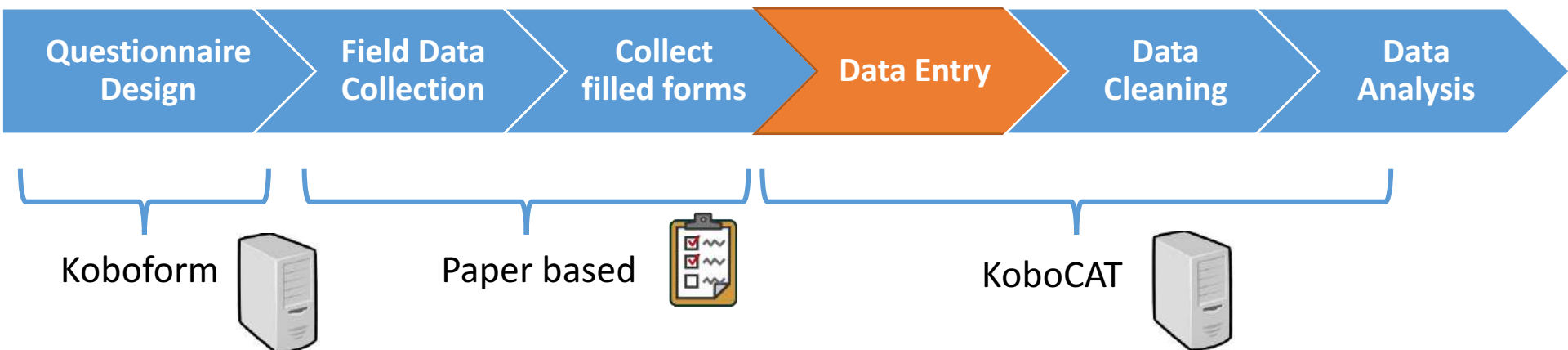
Scenario number 2: Using hand held devices

Questionnaire Design	Field Data Collection	Data Cleaning	Data Analysis

Kobo form

Kobo Collect / Kobo Sync

KoboCAT
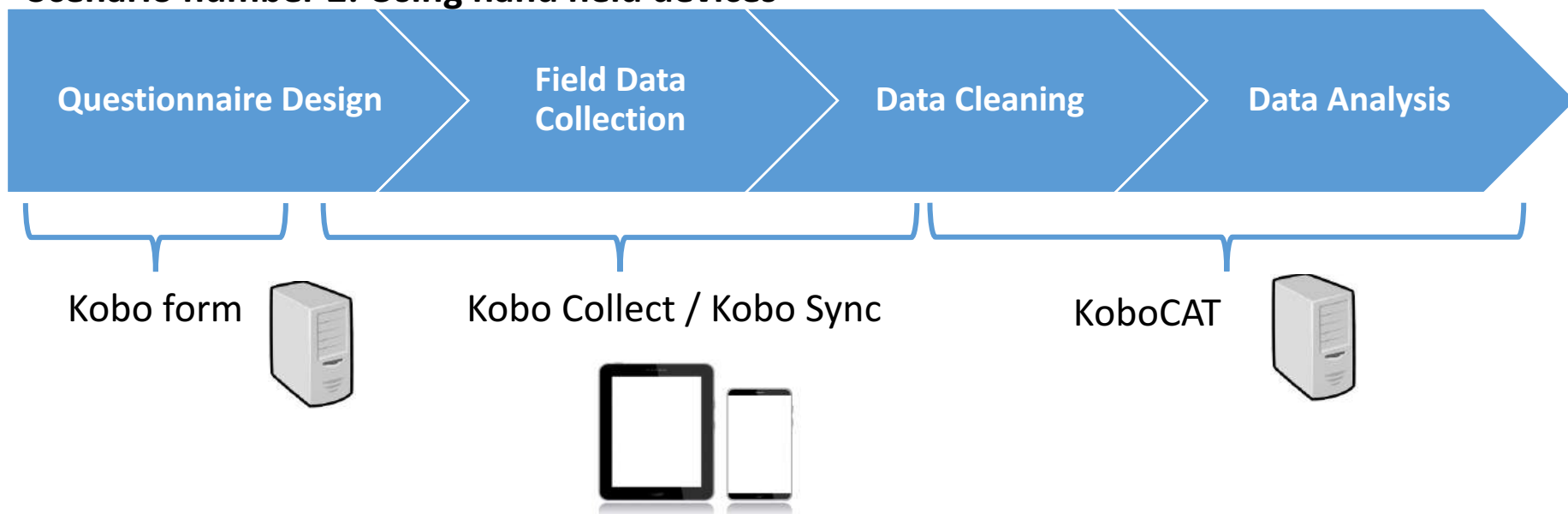
WHY KOBO TOOLBOX

- It is much faster.

- It is much more accurate.

- It is optimized for humanitarian work.

- It is based on OpenDataKit (ODK).

- It is fully supported.

- It is free.

Suite of Functionalities

KoBoToolbox allows you to create forms , collect and analyze data

- **Create forms:**
  - User-friendly functionality for designing forms
  - Question library to share indicators privately or make them public

- **Collect data:**
  - App for mobile data collection on Android devices
  - Web browser version for data collection on iPhones and PCs

- **Analyse data:**
  - View data, photos, maps
  - Analyze data
  - Export data for further analysis

Overview: Data Collection

Flexible Data Collection Options
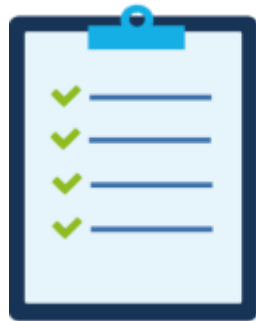
KoBo Toolbox

Collect on paper   Collect on Tablet   Collect on Mobile   Collect in Browser

KoBoToolbox Features

Built in features to support field data collection

Collect GPS locations

Take photographs , barcodes ,QR codes

Collect data offline

Sync data immediately or later

Collect data on browser

Collect data on mobile devices

Design your own digital forms without programming

Diverse Use Cases

Built to support any data collection requirements during humanitarian crisis

Needs Assessment
- Needs Comparison
- SMART Surveys
- Disaster Preparedness
- Early Warning

Monitoring & Evaluation
- 3Ws
- Gap Analysis
- Cash Transfers
- Inventories etc.

Identification & Profiling
- Tracking people in need, IDPs
- Beneficiaries / Recipients

Working with Affected Communities
- Case Management

Features

Built to support coordinated approaches

- **Powerful Question Library:**

  - Manage your library: Single questions, Question Blocks, Creating and importing Collections, Creating and importing Collections.

  - Sharing : Share with specific usernames, Link sharing, Sharing a Collection:

  - Tagging & searching

- **Data Collection** - User can share projects and data publicly or privately.

- **Form builder** - Language support, create "score" and "ranking" questions easily

- **Data Analysis** - Export data within the KoBoXL Analyzer spreadsheet

PUBLIC SPACE ASSESSMENT

KOBO TOOLBOX : GETTING THE TOOL

Setting up and Configuring the tool

Joy Mutai

joy.mutai@un.org

Global Public Space Programme

UPDB, UN-Habitat

TOWARDS SAFE, INCLUSIVE AND ACCESSIBLE PUBLIC SPACES

1 — **Why Kobo toolbox and Requirements**
Download the tool and Install the tool
Configure the tool

2 — Upload the questionnaire
Test the questionnaire
Save and upload questionnaire

3 — Field Visit-Testing the tool in the field
Kobo server
Analysis

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FOR A BETTER URBAN FUTURE

Why Kobo toolbox?

1| **Open Source and digital**

2| **Validation on the ground**

3| **Remote administration**

4| **Works under difficult conditions such as limited internet**

1a Getting the tool

Configuring and Setting-up the tool

Requirements

1| It is recommended to have a phone running **Android version** 4 or above

2| Ensure there is **enough storage** in your phone

3| **Uncertified anti-virus** may restrict installation

4| Charge your phone!

4| Internet is required at this step

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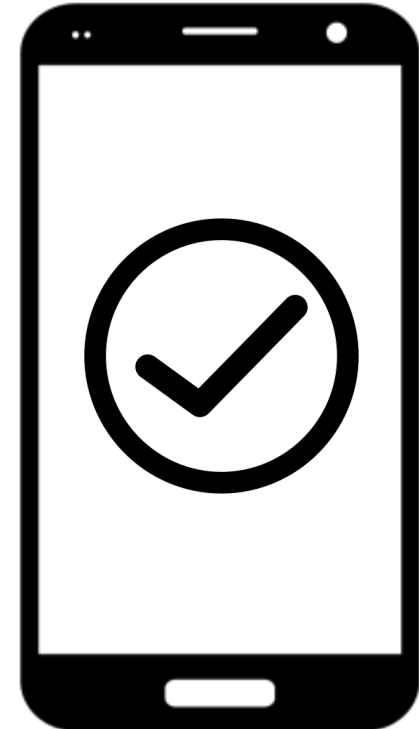
Download the tool and sound meter

Google play store

Mobogenie app store
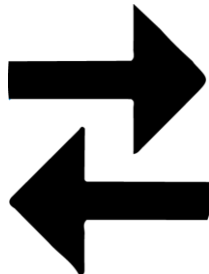
Apk transfer

Configure the tool
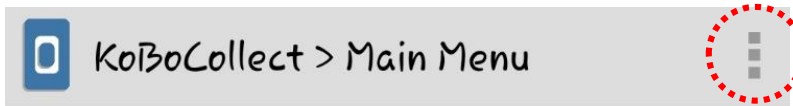
KoBoCollect > Main Menu

KoBoCollect 1.4.8 (1057)
Part of KoBoToolbox
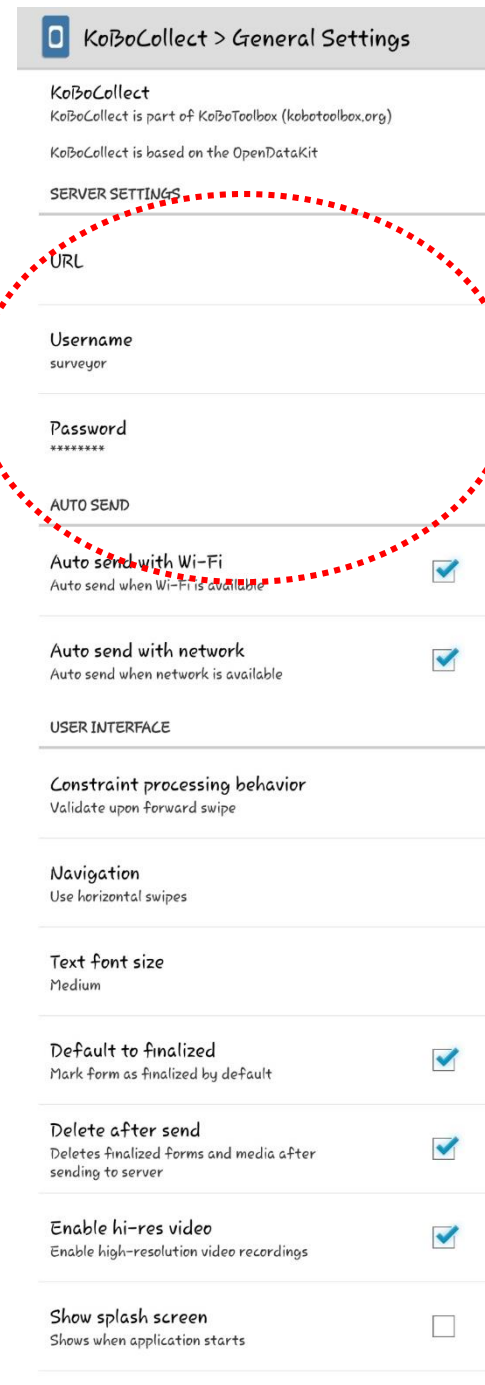
Fill Blank Form

Edit Saved Form

Send Finalized Form

Get Blank Form

Delete Saved Form

Click on (overflow menu/3 vertical dots)
To access
"General settings"

KoBoCollect > General Settings

KoBoCollect
KoBoCollect is part of KoBoToolbox (kobotoolbox.org)

KoBoCollect is based on the OpenDataKit

SERVER SETTINGS

URL

Username
surveyor

Password
****

AUTO SEND

Auto send with Wi-Fi
Auto send when Wi-Fi is available

Auto send with network
Auto send when network is available

USER INTERFACE

Constraint processing behavior
Validate upon forward swipe

Navigation
Use horizontal swipes

Text font size
Medium

Default to finalized
Mark form as finalized by default

Delete after send
Deletes finalized forms and media after sending to server

Enable hi-res video
Enable high-resolution video recordings

Show splash screen
Shows when application starts

"Server settings"

URL:

https://kc.humanitarianresponse.info/publicspace

User name: **surveyor**

Password: **ward**

Access to the server
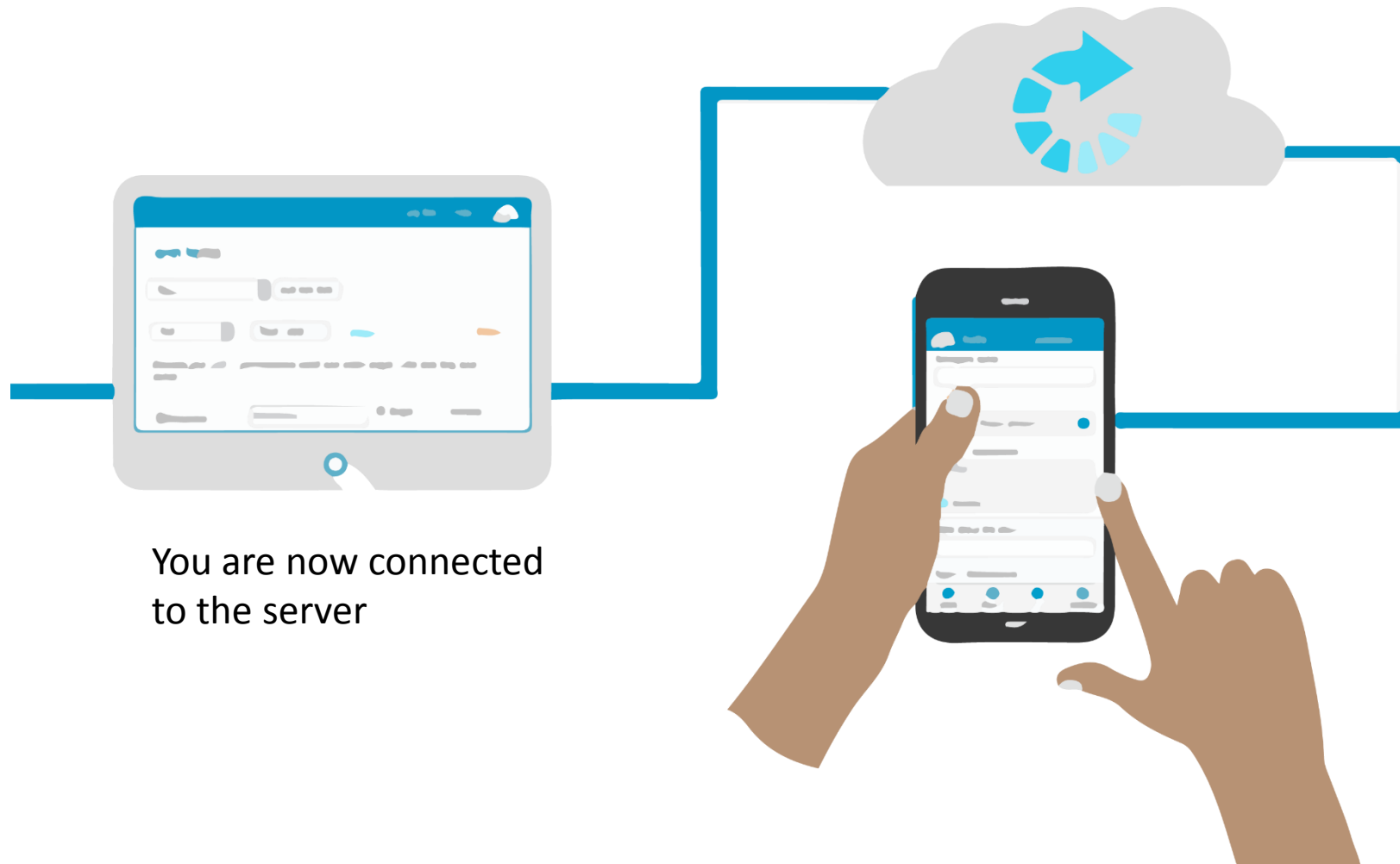
You are now connected to the server

TOWARDS SAFE, INCLUSIVE
AND ACCESSIBLE PUBLIC
SPACES

1	Requirements Download the tool and Install the tool Configure the tool
2	**Get the questionnaire** **Test the questionnaire** **Save and upload questionnaire**
3	Field Visit-Testing the tool in the field Kobo server Analysis

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2a Get the questionnaire

Questionnaire and Field Visit

Important facts before data collection

1| Be on your **respective site**, recommended to be at the **center/middle** of the site while taking the coordinates for the site on GPS.

2| Turn on the GPS on the device while capturing the data.

3| Take photos that clearly describe the situation of the site (5 minimum). The photos should be taken from **different angles showing different activities** and characteristics of the site

4| Respond to the **questions based on the site existing/ current situation rather than knowledge** in the past.

5| Respond to all the questions with **red asterisks (*)** and finalize before trying to upload

6| Upload the information as requested after finishing and continue with a new one, which should be on the new site..
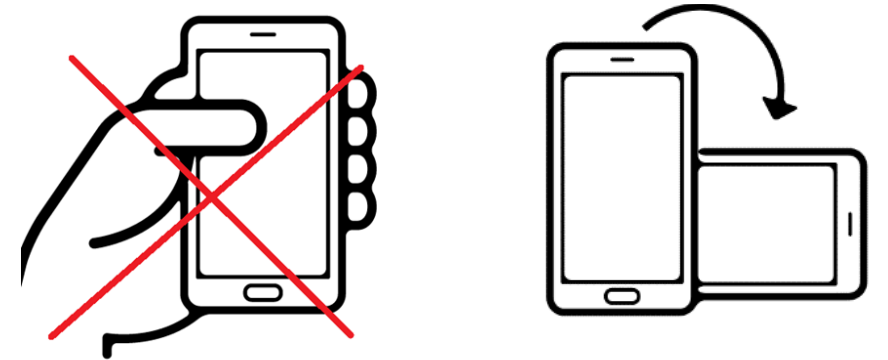
Sections in the questionnaire;

Section A: PUBLIC SPACE ASSESSMENT
Part 1: Identification of the open public space
Part 2: Types of the public space assessment
Part 3: Physical facility assessment
Part 4: Accessibility assessment
Part 5: Use assessment
Part 6: Comfort assessment
Part 7: Green coverage assessment

Section B: SAFETY ASSESSMENT
Part 8: Safety Assessment
Part 9: Perception of Safety
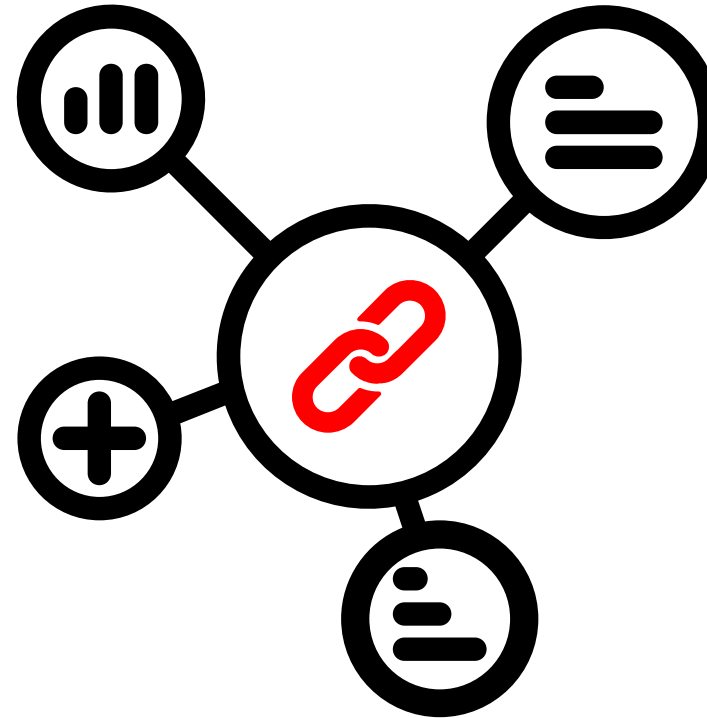
Q & A?

Types of data collected

The questionnaire has questions related to;

- **GPS location**

- **Sound**

- **Pictures**

Questions can be;

- **Mandatory**

- **Open ended**

- **Multiple responses**

- **Require interview/ focus group/ observation**
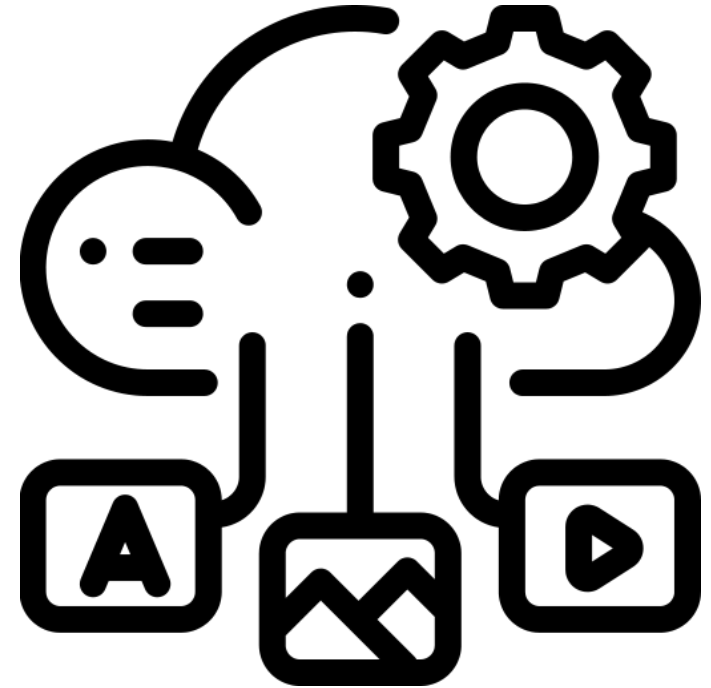
Accessing the Questionnaire: Step 1

TOWARDS SAFE, INCLUSIVE AND ACCESSIBLE PUBLIC SPACES

KoBoCollect > Main Menu

KoBoCollect 1.4.8 (1057)
Part of KoBoToolbox
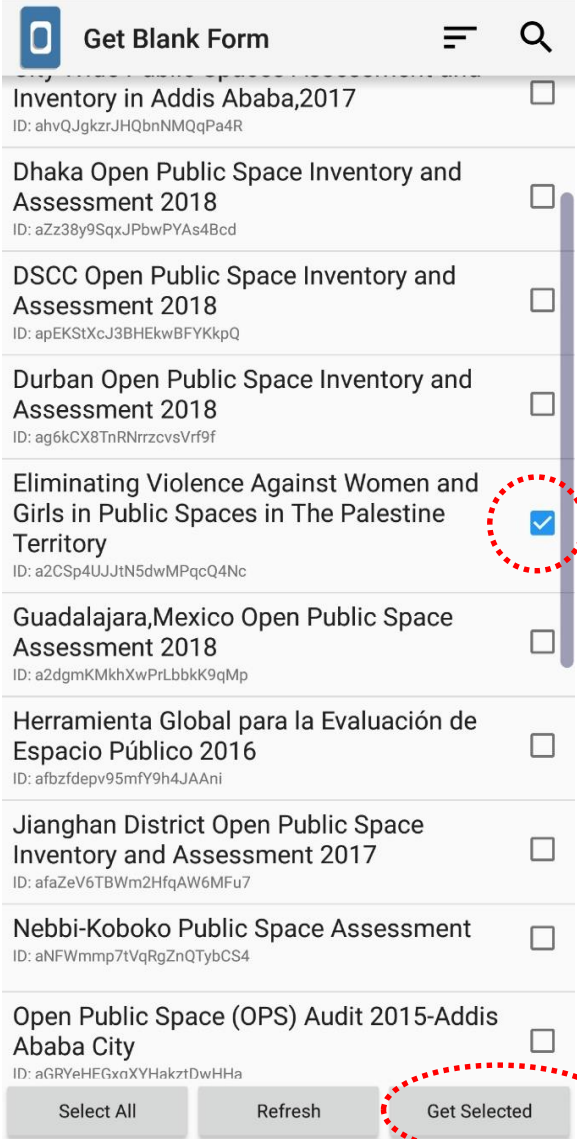
Fill Blank Form

Edit Saved Form

Send Finalized Form

Get Blank Form

Delete Saved Form

Click on **"Get Blank Form"**

Get Blank Form

Inventory in Addis Ababa,2017
ID: ahvQJgkzrJHQbnNMQqPa4R

Dhaka Open Public Space Inventory and Assessment 2018
ID: aZz38y9SqxJPbwPYAs4Bcd

DSCC Open Public Space Inventory and Assessment 2018
ID: apEKStXcJ3BHEkwBFYKkpQ

Durban Open Public Space Inventory and Assessment 2018
ID: ag6kCX8TnRNrrzcvsVrf9f

Eliminating Violence Against Women and Girls in Public Spaces in The Palestine Territory
ID: a2CSp4UJJtN5dwMPqcQ4Nc ☑

Guadalajara,Mexico Open Public Space Assessment 2018
ID: a2dgmKMkhXwPrLbbkK9qMp

Herramienta Global para la Evaluación de Espacio Público 2016
ID: afbzfdepv95mfY9h4JAAni

Jianghan District Open Public Space Inventory and Assessment 2017
ID: afaZeV6TBWm2HfqAW6MFu7

Nebbi-Koboko Public Space Assessment
ID: aNFWmmp7tVqRgZnQTybCS4

Open Public Space (OPS) Audit 2015-Addis Ababa City
ID: aGRYeHEGxqXYHakztDwHHa

Select All **Refresh** **Get Selected**

"Check only the form that you will use for data collection"

Click on **"Get selected"**

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TOWARDS SAFE, INCLUSIVE AND ACCESSIBLE PUBLIC SPACES

KoBoCollect > Main Menu

KoBoCollect 1.4.8 (1057)
Part of KoBoToolbox

Fill Blank Form

Edit Saved Form

Send Finalized Form

Get Blank Form

Delete Saved Form

Click on
"Fill Blank Form"

Fill Blank Form

Finished scanning. All forms loaded.

Eliminating Violence Against Women and Girls in Public Spaces in The Palestine Territory

Version: vcSPqs7r6pQiY7QoStvPE7
Added on Thu, Jan 10, 2019 at 15:59

UN@HABITAT
FOR A BETTER URBAN FUTURE
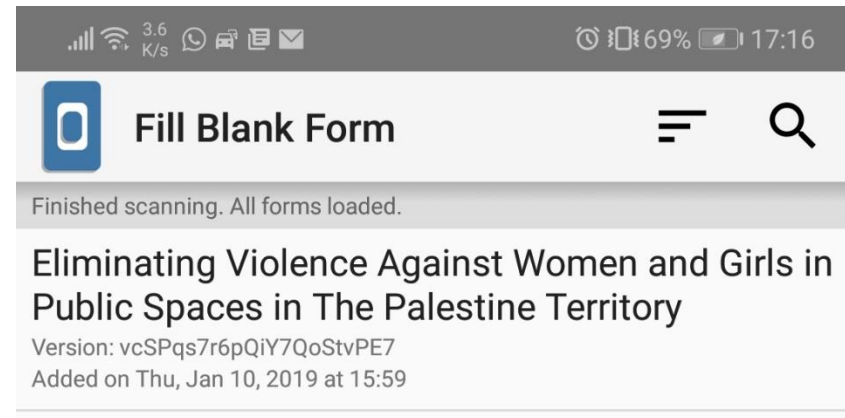
Saving and Uploading Questionnaire: Step 3

KoBoCollect > Main Menu

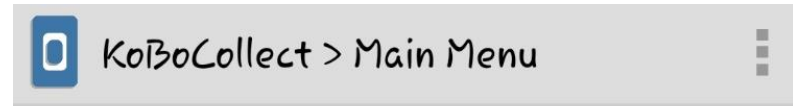KoBoCollect 1.4.8 (1057)
Part of KoBoToolbox

- Fill Blank Form
- Edit Saved Form
- Send Finalized Form
- Get Blank Form
- Delete Saved Form

Click on **"Edit Save form"** To continue/complete filling your form

KoBoCollect > Main Menu

KoBoCollect 1.4.8 (1057)
Part of KoBoToolbox

- Fill Blank Form
- Edit Saved Form
- Send Finalized Form
- Get Blank Form
- Delete Saved Form

Click on **"Send Finalized form"** To submit the completed form

TOWARDS SAFE, INCLUSIVE AND ACCESSIBLE PUBLIC SPACES

UN⊕HABITAT
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1

Requirements
Download the tool and Install the tool
Configure the tool

2

Upload the questionnaire
Test the questionnaire
Save and upload questionnaire

3

Field Visit-Testing the tool in the field
Kobo server
Analysis

**Divide the participants into working groups
and test different sections of the
questionnaire**

Eliminating Violence Against Women and Girls in Public Spaces in the Palestine Territory 2019

القسم أ: تقييم المكان العام

» 1. تحديد المكان العام

1.1 الموقع الجغرافي للمكان العام:

عشرة أمتار أو أقل هو مستوى الدقة المسموح، كن دائما في منتصف الحيز قبل الضغط على زر المرجعية الجغرافية

latitude (x.y °)

_____

longitude (x.y °)

_____

altitude (m)

_____

accuracy (m)

_____
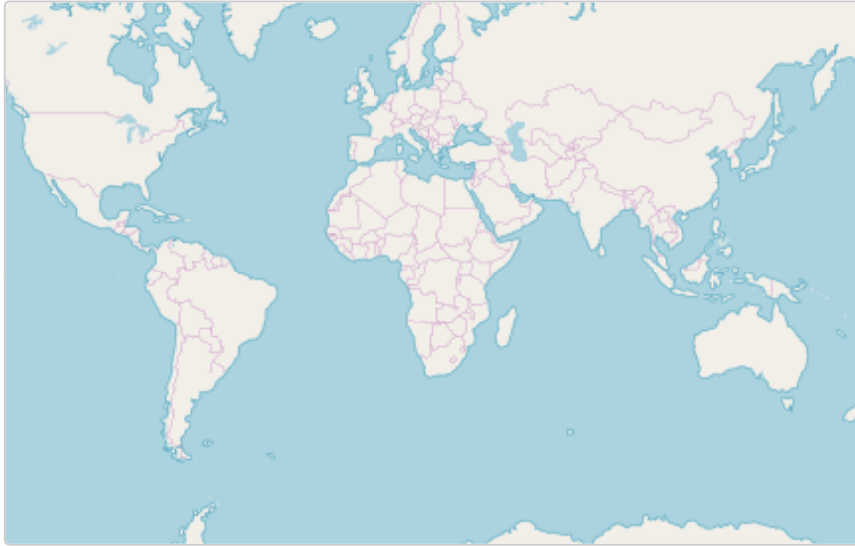
1.1.1 رقم هويّة المكان العام:

إبدأ برمز المنطقة من الخارطة المطبوعة، ومن ثم رقم الحيز العام واضعا "-"بينها. (مثلا: PL-JR-001)

_____

1.1.2 اسم المكان العام:

إذا كان متاحا، الرجاء ادخال اسم الحيز العام. إذا لم يكن متاحا، الرجاء ترك الخانة فارغة.

_____

1.1.3 العنوان:

أدخل أسماء الشوارع المحيطة أو قم بالإشارة إلى عنوان المنطقة المحلية

_____

1.2 اسم البلديّة:

○ جنين   ○ غزة   ○ بيت لحم

               ○ نابلس   ○ أريحا

1.3 اسم الحيّ:

_____

1.4 التقط صورة للمكان العام

(أنقر على الخانة الفارغة التالية لالتقاط الصورة)

(Click here to upload file. (< 5MB

1.4.1 التقط صورة للمكان العام من زاوية مختلفة

(أنقر على الخانة الفارغة التالية لالتقاط الصورة)

(Click here to upload file. (< 5MB

1.4.2 التقط صورة للمكان العام من زاوية مختلفة

(أنقر على الخانة الفارغة التالية لالتقاط الصورة)

(Click here to upload file. (< 5MB

1.5 مِلكيّة المكان العام

○ ملكية حكومية

○ ملكية غير حكومية

○ لا يوجد معلومات

○ غير ذلك

1.5.1 هل تعود مِلكيّته للمدينة/ الحكومة المحلية؟

○ حكومة وطنية

○ حكومة إقليمية

○ حكومة محلية

1.5.2 هل تعود مِلكيّته لمنظمة غير حكومية؟

○ خاص (فردي، شركة)

○ تعاوني (حكومي وغير حكومي)

○ غير ذلك

○ مؤسسات محلية (مؤسسات السكان ، مؤسسات نسائية ، مؤسسات الشباب)

○ غير ذلك

1.5.2.1 إذا كانت مِلكيّته تعود "لآخرين"، حدّد المنظمة غير الحكومية.

_____

1.5.3 إذا كانت مِلكيّته تعود "لآخرين"، حدّد اسم المالك:

_____

1.6 إدارة المكان العام:

◯ مدار من قبل الحكومة أو مؤسسة حكومية

◯ مدار من قبل مؤسسة غير حكومية

◯ مدار على نحو مشترك (حكومي وغير حكومي)

◯ لا يوجد معلومات

◯ غير ذلك

1.6.1 إذا كانت الحكومة تتولّى إدارة المكان العام، حدّد مستوى الجهة الحكومية.

◯ حكومة وطنية

◯ حكومة إقليمية

◯ حكومة محلية

1.6.2 إذا كانت منظمة غير حكومية تتولّى إدارة المكان العام، يُرجَى أن تحدّد المنظمة:

◯ خاص / فردي

◯ مؤسسة محلية

◯ تعاوني (حكومي وغير حكومي)

◯ غير ذلك

1.6.2.1 إذا كانت جمعية محلية تتولّى إدارة المكان العام، يُرجى أن تحدّد الجمعية:

◯ مركز ثقافي

◯ نوادي رياضية

◯ مؤسسات نسائية

◯

◯

◯ غير ذلك

1.6.2.2 إذا كان "آخرون" يتولّون إدارة المكان العام، حدّد اسم المنظمة التي تتولّى ذلك ومسؤول الاتصال.

_____

1.7 يُرجَى إيراد تفاصيل الاتصال الخاصة بالهيئة (السلطة) التي تتولّى إدارة المكان العام (في حال توافرها):

_____

1.8 هل المكان العام رسمي أو غير رسمي (يتبع لجهة رسمية أم غير رسمية)؟

◯ رسمي (حيز عام مخطط له / مخصص)

◯ غير رسمي (حيز عام)

1.9 الاستخدام الرئيسي للأرض المجاورة للمكان العام (الوظيفة (الوظائف) الرئيسية للأرض المجاورة للمكان العام)

إجابات متعددة متوقعة (الرجاء وضع علامة واحدة أو أكثر، وفق الإتاحة)

☐ سكني - كثافة متوسطة (ستة طوابق أو أقل)

☐ سكني - كثافة عالية (أكثر من ستة طوابق)

☐ ترويحي (مثلا، مرافق ترفيهية)

☐ تجاري - مباني المكاتب

☐ تجاري - مركز تسوق

☐ تجاري - متاجر، شارع تجاري

☐ مؤسسي (مكاتب حكومية مختلفة)

☐ صناعات- مستوى صغير ومتوسط (مثلا، ورش عمل صغيرة)

☐ صناعات- مستوى كبير

☐ مرافق عامة- تعليم ديني (مباني دينية)

☐ مرافق عامة- تعليم (مدرسة ثانوية، جامعة، إلخ)

☐ مرافق عامة- تعليم (روضة أطفال، ابتدائي)

☐ مرافق عامة- صحة وما يرتبط بها (مستشفيات، عيادات، إلخ)

☐ مواقع تراثية

☐ مواقع أثرية

☐ غير ذلك

1.9.1 إذا كانت مِلكيّة المكان العام تتبع "الآخرين"، حدّد الاستخدام الرئيسي للأرض المجاورة له.

» 2. نوع المكان العام المفتوح

2.1 نوع المكان العام المفتوح وفق المساحة.

◯ المساحة > 2,000 متر مربع

◯ 400 متر مربع > المساحة > 2,000 متر مربع

◯ المساحة =< 400 متر مربع

2.2 حدد طبيعة استخدام المكان العام ⁺

☐ ملعب ، ملاعب رياضية (مفتوحة) ، ملعب رياضي مرصوف

☐ منتزه , منطقة ترفيهية

☐ ساحة المجتمع ، ميدان المجتمع

☐ حديقة ، حضانة

☐ واجهة مسطحات مائية (واجهة البحيرة ، ضفة النهر)

☐ المرافق العامة (حكومية ، تعليمية ، صحية ، دينية ، إلخ)

☐ ساحة عامة , ميدان , رواق

☐ مواقف السيارات (غالبية مساحة هي مواقف السيارات)

☐ رصيف عريض فوق 2 متر غير مرتفع عن مستوى الشارع , خال من حركة السيارات و مخصص فقط لحركة المشاة

☐ رصيف عريض فوق 2 متر مرتفع عن مستوى الشارع , خال من حركة السيارات و مخصص فقط لحركة المشاة

☐ احتياطي البنية التحتية ,احتياطي الطرق

☐ أسواق

☐ أماكن فارغة

☐ محطة مواصلات النقل (محطة الباصات , محطة التكسيات)

2.2.1 إذا كان المكان العام يُصنَّف على أنه مرافق عامة، يُرجَى أن تحدّدها. ⁺

○ حكومة ومؤسسة حكومية (دار البلدية)

○ كنيسة

○ جامع

○ مستشفى / عيادات

○ مكتبة عامة

○ مرافق تعليمية (روضات, مدارس ابتدائية و ثانوية ,جامعات)

○ متحف

○ استاد، مساحات رياضية داخلية

○ مرحاض عام

2.2.2 إذا كان المكان العام يُصنَّف على أنه سوق، يُرجَى أن تحدّده. ⁺

○ سوق رسمي (مصمم)

○ سوق غير رسمي (تم تطويره على نحو عفوي)

2.2.3 حدد طبيعة بناء السوق؟ ⁺

○ منطقة مفتوحه (لا يوجد سقف)

○ منطقة مغلقة (يوجد سقف)

2.2.4 حدد طبيعة نوع السوق؟ ⁺

☐ سوق في الشارع

☐ سوق بلدية

2.3 ما هو نوع المكان العام وفق طبيعة السطح؟

ما هو سطح الحيز العام المفتوح؟

◯ على نحو رئيسي رمل / تراب أو حيز مفتوح أخضر (سطح رخو)

◯ على نحو رئيسي سطح صلب (مثلا، ميدان مرصوف، شارع، ميدان، إلخ)

◯ على نحو رئيسي مسطحات مائية

2.4 عناصر مميزة في المكان العام (نصب تذكاري, عناصر أثاث)

الرجاء اختيار كل ما ينطبق

☐ نصب تذكاري

☐ مسطّحات المائية الصناعية (نافوره)

☐ منطقة الالعاب

☐ منطقة المخصّصة لحفلات الشواء

☐ مسرح

☐ لا شيء

2.4.1 اسم النّصب التذكاري:

_____

2.4.1.1 التقط صورة للنّصب التذكاري.

قم بالتأكد من أن الصورة تمثل النصب بصورة جيدة

| (Click here to upload file. (< 5MB |

2.4.1.2 التقط صورة للنّصب التذكاري:

قم بالتأكد من أن الصورة تمثل النصب بصورة جيدة من اتجاه آخر)

| (Click here to upload file. (< 5MB |

2.4.2 التقط صورة للمسطّحات المائية الصناعية (كالنافورة).

قم بالتأكد من أن الصورة تمثل المسطحات المائية الصناعية

| (Click here to upload file. (< 5MB |

2.4.3 التقط صورة للألعاب.

قم بالتأكد من أن الصورة تمثل أثاث اللعب بصورة جيدة

| (Click here to upload file. (< 5MB |

2.4.4 التقط صورة للمنطقة المخصّصة لحفلات الشواء.

قم بالتأكد من أن الصورة تمثل منطقة الشواء بصورة جيدة

| (Click here to upload file. (< 5MB |

2.4.5 التقط صورة للمسرح.

قم بالتأكد من أن الصورة تمثل المسرح بصورة جيدة

| (Click here to upload file. (< 5MB |

» 3- تقييم المرافق الفيزيائية- المكان العام المفتوح

▪ 3.1 هل هنالك أيّ مرفق للجلوس في المكان العام المحدد؟

◯ نعم (وجود أمن خاص / شرطة ضمن مسافة هتاف)

◯ لا (لا يوجد حراس أو شرطة يمكن رؤيتهم في المنطقة المحيطة)

◯ غير لازم

▪ 3.1.1 إذا كانت الإجابة "نعم"، صنّف مدى كفاية مرافق الجلوس في المكان العام المفتوح.

◯ كاف (القيام بحصر أعداد الأشجار)

◯ غير كاف

▪ 3.1.2 إذا كانت الإجابة "نعم"، صنّف وضع و حالة مرافق الجلوس في المكان العام المفتوح.

◯ رديء (لا يمكن للمركبات الآلية الانتفاع منه والوصول اليه بسهولة)

◯ معتدل (نظيف)

◯ جيد (يحظى بصيانة جيدة، غير متقطع، وسهل الاستعمال)

▪ 3.2 هل هنالك أيّة مرافق تحدّ من حركة المركبات؟
إذا كان هناك فرق في الارتفاع، الرجاء الاجابة بـ"نعم"

◯ نعم

◯ لا

▪ 3.3 هل هنالك أيّ إنارة شارع في المكان العام المفتوح؟

◯ نعم

◯ لا

▪ 3.3.1 إذا كانت الإجابة "نعم"، صنّف كفاية مصابيح الشارع في المكان العام المفتوح.

◯ كاف (موزعة على نحو متساو لإنارة المنطقة جيدا)

◯ غير كاف (غير موزعة على نحو مناسب والإنارة رديئة)

▪ 3.3.2 إذا كانت الإجابة "نعم"، صنّف وضع مصابيح الشارع في المكان العام المفتوح.

قم بتقييم البنية التحتية لنظام الإنارة (مثلا، حالة العمود، اللمبة والكوابل، غطاء اللمبة)

◯ رديئة (أعمدة مكسورة، لمبات مكسورة، إلخ)

◯ معتدل (بعض الضرر على الأعمدة ولكن اللمبات تعمل)

◯ جيد (تحظى بصيانة جيدة ولمبات تعمل)

▪ 3.3.3 إذا كانت الإجابة "نعم"، صنّف وضع الإضاءة خلال الليل.

◯ معتم (يمكن رؤية الإنارة ولكنها ضعيفة للغاية)

◯ مرئي (الإنارة كافية والرؤية واضحة)

▪ 3.4 هل هنالك أيّة سلّة للنفايات في المكان العام المفتوح؟

◯ نعم

◯ لا

3.4.1 إذا كانت الإجابة "نعم"، صنّف كفاية سلال النفايات في المكان العام المفتوح.

○ كاف (لا توجد نفايات على الأرض)

○ غير كاف (لا يوجد تصريف كاف، غير منظف، يفيض)

3.4.2 إذا كانت الإجابة "نعم"، صنّف وضع سلال النفايات في المكان العام المفتوح.

○ رديء (سلال النفايات مكسورة متضررة جدا و لا تحمل النفايات)

○ معتدل (سلال النفايات مكسورة و لكن تحمل و تحتوي بعض النفايات)

○ جيد (سلال النفايات جيدة و تحمل النفايات)

3.5 هل هنالك أيّ مرحاض عام في المكان العام المفتوح؟

○ نعم

○ لا

3.5.1 إذا كانت الإجابة "نعم"، صنّف كفاية المرحاض العام في المكان العام المفتوح.

○ كاف (سيدات /رجال - لا يوجد طوابير)

○ غير كاف (طوابير)

3.5.2 إذا كانت الإجابة "نعم"، صنّف وضع المرحاض العام في المكان العام المفتوح.

○ رديء (غير نظيف، مكسور، لا يوجد ماء)

○ معتدل

○ جيد (نظيف، مقصورات كافية، ماء)

3.6 هل هنالك أيّة إشارة توجيهية في المكان العام المفتوح؟

○ نعم

○ لا

3.6.1 إذا كانت الإجابة "نعم"، صنّف وضع الإشارة التوجيهية في المكان العام المفتوح.

○ رديء (قديم، متضرر وغير قابل للقراءة، لا يمكن رؤية المعلومات)

○ معتدل (يقدم المعلومات)

○ جيد (يمكن رؤيته بوضوح ويحظى بصيانة جيدة)

3.7 هل هنالك أيّة حنفيّة في المكان العام المفتوح؟

○ نعم

○ لا

○ غير لازم

3.7.1 إذا كانت الإجابة "نعم"، صنّف كفاية الحنفيّة في المكان العام المفتوح.

○ كاف (بلا طابور)

○ غير كاف (طابور عند حنفية الماء)

3.7.2 إذا كانت الإجابة "نعم"، صنّف وضع الحنفيّة في المكان العام المفتوح. ⬩

○ رديء (حنفية / نافورة الماء لا تعمل)

○ معتدل (يعمل جيدا ولكن يحتاج إلى صيانة طفيفة)

○ جيد (يعمل جيدا وحالته جيدة)

3.8 هل هنالك أي نوع من أنواع حفر الصرف الصحي في المكان العام المفتوح؟ ⬩

○ نعم

○ لا

○ جزئيا

3.8.1 إذا كانت الإجابة "نعم"، صنّف كفاية حفر الصرف الصحي في المكان العام المفتوح. ⬩

○ كاف (يعمل جيدا)

○ غير كاف (لا يوجد تصريف كاف، غير منظف، يفيض)

3.8.2 إذا كانت الإجابة "نعم"، صنّف وضع حفر الصرف الصحي في المكان العام المفتوح. ⬩

○ رديء (يحتاج الى إصلاحات كبيرة أو تنظيف)

○ معتدل (يعمل، ولكن يحتاج الى بعض التنظيف أو الإصلاح)

○ جيد (يحظى بصيانة جيدة، نظيف ويعمل)

3.9 هل هنالك أي تظليل اصطناعي في المكان العام المفتوح؟ ⬩

○ نعم

○ لا

○ لا ينطبق

3.9.1 إذا كانت الإجابة "نعم"، صنّف كفاية التظليل الاصطناعي في المكان العام المفتوح. ⬩

○ كاف (هناك الكثير من التظليل لجميع مستخدمي الحيز)

○ غير كاف (مركبات آلية تقف خارج منطقة الوقوف المخصصة)

3.9.2 إذا كانت الإجابة "نعم"، صنّف وضع التظليل الاصطناعي في المكان العام المفتوح. ⬩

○ رديء (مكسور، يحتاج للإصلاح)

○ معتدل (مكسور جزئيا ويحتاج للإصلاح)

○ جيد (يعمل جيدا وحالته جيدة)

3.10 هل هنالك أيّ موقف للسيارات في المكان العام المفتوح؟ ⬩

○ نعم

○ لا

○ لا ينطبق

3.10.1 إذا كانت الإجابة "نعم"، صنّف كفاية موقف السيارات في المكان العام المفتوح. ⬩

○ كاف (يكفي جميع المركبات الآلية لكي تقف في حيز الوقوف)

○ غير كاف (مركبات آلية تقف خارج منطقة الوقوف المخصصة)

3.10.2 إذا كانت الإجابة "نعم"، صنّف وضع موقف السيارات في المكان العام المفتوح.

◯ رديء (موقف سيارات لا يحظى بصيانة جيدة، يحتاج إلى إصلاح كبير أو صيانة كبيرة)

◯ معتدل (يعمل جيدا ولكن يحتاج إلى صيانة طفيفة)

◯ جيد (نظيف ويحظى بصيانة جيدة)

3.11 هل هنالك أيّ موقف للدراجات في المكان العام المفتوح؟

◯ نعم

◯ لا

3.11.1 إذا كانت الإجابة "نعم"، صنّف كفاية موقف الدراجات في المكان العام المفتوح.

◯ كاف (حيز كاف لجميع الدراجات كي يجري ركنها في مسند الدراجات)

◯ غير كاف (تجاوزت الدراجات التي تم ركنها حجم مسند الدراجات)

3.11.2 إذا كانت الإجابة "نعم"، صنّف وضع موقف الدراجات في المكان العام المفتوح.

◯ رديء (متهالك ولا يحظى بصيانة جيدة)

◯ معتدل (تجري صيانته، ولكن يمكن تحسينه)

◯ جيد (في حالة جيدة ويحظى بصيانة جيدة)

3.12 هل هنالك أي مرفق طوارئ للحرائق في المكان العام المفتوح؟

◯ نعم

◯ لا

3.12.1 إذا كانت الإجابة "نعم"، صنّف وضع مرفق الطوارئ المخصّص للحرائق في المكان العام المفتوح.

◯ رديء (مسرب متقطع، غير نظيف، يصعب ركوب الدراجة إلى الحيز العام)

◯ معتدل

◯ جيد (يسهل المشي والركض)

3.13 هل هنالك أيّ أكشاك او متاجر صغيرة في المكان العام المفتوح أو حوله؟

◯ نعم

◯ لا

3.14 هل هنالك أيّة مرافق صحية أثناء الطوارئ في المكان العام المفتوح أو حوله؟

◯ نعم

◯ لا

3.15 هل هنالك أيّة مرافق للرعاية الصحية بالمواليد في المكان العام المفتوح أو حوله؟

◯ نعم

◯ لا

» 4. تقييم إمكانية الوصول للمكان العام المفتوح

4.1 ما هي البنية التحتية الموجودة التي تتيح الوصول للمكان؟ •

قم باختيار واحد أو أكثر وفق الإتاحة

☐ امدخل للأشخاص ذوي الاحتياجات الخاصة

☐ مسرب عريض لذوي الاعاقة البصرية (المكفوفين)

☐ أسطح مختلفة الملمس لتناسب ذوي الاعاقة البصرية (المكفوفين)

☐ اشارات توجيهية لذوي الاعاقات السمعية

☐ غير ذلك

4.1.1 اذا كانت الاجابة بنية تحتية أخرى , الرجاء ذكرها

4.1.2.1 صنّف وضع إمكانية وصول الأشخاص ذوي الإعاقة للمكان. •

قم بالتقييم بشأن مستخدمي الكراسي المتحركة

◯ جيد (يسهل على الأشخاص ذوي الاحتياجات الخاصة الوصول إليه)

◯ رديء (مسرب متقطع، غير نظيف، يصعب ركوب الدراجة إلى الحيز العام)

◯ معتدل (بعض النقاط متقطعة أو غير نظيفة)

4.1.2 صنّف وضع رصيف المشاة المخصّص للوصول إلى المكان العام. •

◯ جيد (يسهل المشي والركض)

◯ رديء (الحالة السيئة تجعل الأمر صعبا على الأشخاص ذوي الاحتياجات الخاصة)

◯ معتدل (يمكن للأشخاص ذوي الاحتياجات الخاصة الانتفاع منه والوصول اليه، ولكن ليس بسهولة)

4.1.3 صنّف وضع مسلك الدراجات المخصّص للوصول إلى المكان العام. •

◯ رديء (مسرب متقطع، غير نظيف، يصعب ركوب الدراجة إلى الحيز العام)

◯ معتدل (بعض النقاط متقطعة أو غير نظيفة)

◯ جيد (يحظى بصيانة جيدة، غير متقطع، وسهل الاستعمال)

4.1.4 صنّف وضع طريق/ شارع المركبات المخصّص للوصول إلى المكان العام. •

◯ رديء (لا يمكن للمركبات الآلية الانتفاع منه والوصول اليه بسهولة)

◯ معتدل

◯ جيد (يمكن للمركبات الآلية الانتفاع منه والوصول اليه بسهولة)

4.1.5 صنّف وضع "الشارع غير المخصّص لمستخدمين محددين" للوصول إلى المكان العام. •

◯ رديء (لا يمكن للمركبات الآلية الانتفاع منه والوصول اليه بسهولة)

◯ معتدل

◯ جيد (يمكن للمركبات الآلية الانتفاع منه والوصول اليه بسهولة)

4.2 هل هنالك أيّ مدخل للمكان العام؟

◯ نعم، ولكن غير محدد بوضوح / لا تجري صيانته جيدا

◯ نعم، مفتوح، جذاب، نظيف، يسهل العثور عليه مع وجود لافتات واضحة وتحظى بصيانة جيدة

◯ غير لازم (إذا كان الحيز العام مفتوحا أو مفتوحا جزئيا ويمكن الانتفاع منه)

»» 5. تقييم استخدام- المكان العام المفتوح

5.1 مستخدمي المكان العام

☐ بنات (السن: 0 - 14)

☐ صبيان (السن: 0 - 14)

☐ أنثى شابة (السن: 15 - 29)

☐ رجل شاب (السن: 15 - 29)

☐ نساء (السن: 30-59)

☐ رجال (السن: 30-59)

☐ امرأة كبيرة السن (السن: فوق 60)

☐ رجل كبير السن (السن: فوق 60)

☐ أشخاص ذوو إعاقة (أي سن)

☐ لا شيء (حيز عام بدون أي نوع من المستخدمين / حيز عام خال)

5.1.1 الفتيات (تتراوح أعمارهن بين 0 و14 عاما)
(الرجاء وضع علامة على عدد البنات وقت الاستطلاع)

(50 - 31) ◯   (30 - 21) ◯   (20- 11) ◯   (10 - 6) ◯   (5 - 1) ◯

◯ أكبر من 50

5.1.2 الفتيات هن بصورة رئيسية

◯ في مجموعة واحدة

◯ في مجموعات مختلفة

◯ منفرد

5.1.3 الفتيان (تتراوح أعمارهم بين 0 و14 عاما)
(الرجاء وضع علامة على عدد الأولاد وقت الاستطلاع)

(50 - 31) ◯   (30 - 21) ◯   (20- 11) ◯   (10 - 6) ◯   (5 - 1) ◯

◯ فوق 50

5.1.4 الفتيان هم بصورة رئيسية

◯ في مجموعة واحدة

◯ في مجموعات مختلفة

◯ منفرد

5.1.5 الشابات (تتراوح أعمارهن بين 15و29 عاما)
(الرجاء وضع علامة على عدد الشابات الإناث وقت الاستطلاع)

(50 - 31) ◯   (30 - 21) ◯   (20- 11) ◯   (10 - 6) ◯   (5 - 1) ◯

◯ فوق 50

5.1.6 الشابات هن بصورة رئيسية
الصبيان

◯ في مجموعة واحدة

◯ في مجموعات مختلفة

◯ منفرد

5.1.7 الشباب (تتراوح أعمارهم بين 15و29 عاما) ⁺
(الرجاء وضع علامة على عدد الشباب الذكور وقت الاستطلاع)

(50 - 31) ◯ (30 - 21) ◯ (20 -11) ◯ (10 - 6) ◯ (5 - 1) ◯

فوق 50 ◯

5.1.8 الشباب هم بصورة رئيسية ⁺

في مجموعة واحدة ◯

في مجموعات مختلفة ◯

منفرد ◯

5.1.9 النساء (تتراوح أعمارهن بين 30 و59 عاما) ⁺
(الرجاء وضع علامة على عدد النساء وقت الاستطلاع)

(50 - 31) ◯ (30 - 21) ◯ (20 -11) ◯ (10 - 6) ◯ (5 - 1) ◯

فوق 50 ◯

5.1.10 النساء هن بصورة رئيسية ⁺

في مجموعة واحدة ◯

في مجموعات مختلفة ◯

منفرد ◯

5.1.11 الرجال (تتراوح أعمارهم بين 30 و59 عاما) ⁺
(الرجاء وضع علامة على عدد الرجال وقت الاستطلاع)

(50 - 31) ◯ (30 - 21) ◯ (20 -11) ◯ (10 - 6) ◯ (5 - 1) ◯

فوق 50 ◯

5.1.12 الرجال هم بصورة رئيسية ⁺

في مجموعة واحدة ◯

في مجموعات مختلفة ◯

منفرد ◯

5.1.13 المسنّات (أعمارهن فوق 60) ⁺
(الرجاء وضع علامة على عدد المسنّات وقت الاستطلاع)

(50 - 31) ◯ (30 - 21) ◯ (20 -11) ◯ (10 - 6) ◯ (5 - 1) ◯

فوق 50 ◯

5.1.14 المسنّات هن بصورة رئيسية ⁺

في مجموعة واحدة ◯

في مجموعات مختلفة ◯

منفرد ◯

5.1.15 المسنّون (أعمارهم فوق 60) ⁺
(الرجاء وضع علامة على عدد المسنين وقت الاستطلاع)

(50 - 31) ◯ (30 - 21) ◯ (20 -11) ◯ (10 - 6) ◯ (5 - 1) ◯

فوق 50 ◯

5.1.16 المسنّون هم بصورة رئيسية

○ في مجموعة واحدة

○ في مجموعات مختلفة

○ منفرد

5.1.17 الأشخاص ذوو الإعاقة (أيا كان عمرهم)

(الرجاء وضع علامة على عدد الأشخاص من ذوي الإعاقة وقت الاستطلاع)

(50 - 31) ○   (30 - 21) ○   (20 - 11) ○   (10 - 6) ○   (5 - 1) ○

فوق 50 ○

5.1.18 الأشخاص ذوو الإعاقة هم بصورة رئيسية

○ في مجموعة واحدة

○ في مجموعات مختلفة

○ منفرد

» 6. تقييم الراحة -المكان العام المفتوح

6.1 هل تشوّش أيّة رائحة كريهة (في جودة الهواء) على تجربة المستخدم؟

○ نعم

○ لا

6.1.1 إذا كانت الإجابة "نعم"، صنّف مستوى الرائحة الكريهة.

○ سيء (غير نظيف)

○ سيء جدا (غير نظيف، رائحة مزعجة)

○ سيء للغاية (لا يمكن البقاء في المنطقة)

6.1.2 إذا كانت الإجابة "نعم"، الرّجاء تحديد مصدر الرائحة.

☐ نفايات لم يجري جمعها

☐ صناعات

☐ مجاري تصريف مفتوحة

☐ الازدحام المروري

6.2 هل يشوّش مستوى الضجيج على تجربة المستخدم الممتعة؟

○ نعم

○ لا

6.2.1 حدد مستوى الضجيج في المنطقة

الرجاء القياس باستخدام تطبيق "مقياس الصوت" والاشارة الى معدل مستوى الضجيج "بالديسبل" في المنطقة المحيطة

○ ضوضاء خفيفة

○ ضوضاء معتدلة

○ ضوضاء شديدة للغاية

6.2.2 الرّجاء تحديد مصدر التلوّث الضجيجي. *

☐ حركة المرور

☐ بناء

☐ الناس

☐ منطقة صناعية

☐ غير ذلك

6.2.3 اذا هناك مصدر تلوث ضجيجي أخر ,الرجاء ذكره *

_____

6.2.4 التلوّث الصوتي (انقر لتسجيل صوت الضجيج لمدّة 15 ثانية). *

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6.3 هل يوفر المكان العام مناظر رائعة في اتجاهات مختلفة؟ *

◯ نعم

◯ لا

6.4 هل هنالك أي مسطّح مائي في المكان العام المحدد؟ *

◯ نعم

◯ لا

6.4.1 إذا كانت الإجابة "نعم"، صنّف نظافة الماء. *

◯ نظيف

◯ غير نظيف

6.5 هل هنالك أية نفايات لم يتم تجميعها أو التخلص منها في المكان العام؟ *

◯ نعم

◯ لا

6.5.1 إذا كانت الإجابة "نعم"، صنّف مستوى تجميع والتخلص من النفايات في المكان العام.

◯ معتدل (نظيف)

◯ سيء (غير نظيف)

◯ سيء جدا (غير نظيف، رائحة مزعجة)

7. تقييم الغطاء النباتي الأخضر- المكان العام المفتوح »

صورة للغطاء النباتي الأخضر *
قم بالتقاط صورة لإظهار وجود شجرة في الحيز العام, الصورة (الرجاء التقاط صورة ذات زاوية أوسع)

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7.1 هل سطح المكان العام المفتوح مكسوّ بالعشب أو النباتات؟

○ نعم

○ لا

○ لا ينطبق

7.1.1 إذا كانت الإجابة "نعم"، صنّف مستوى الغطاء العشبي/ النباتي في المكان العام المفتوح.

○ كاف (يجري الحفاظ على الحشائش والغطاء النباتي بصورة جيدة)

○ غير كاف (أغلبية أو ثلثا المساحة غير مغطاة بحشائش أو غطاء نباتي)

7.1.2 إذا كانت الإجابة "نعم"، صنّف وضع الغطاء العشبي/ النباتي في المكان العام المفتوح.

○ رديء (جافة، أو وحلة، أو لا يجري الحفاظ عليها جيدا)

○ معتدل (على الأقل 50% أو أكثر من الأرض مغطاة بحشائش / غطاء نباتي)

○ جيد (يجري الحفاظ عليها بصورة جيدة، نظيفة، خضراء)

7.2 هل هنالك أشجار في المكان العام المفتوح؟

○ نعم

○ لا

7.2.1 إذا كانت الإجابة "نعم"، هل الغطاء الشجري كاف؟

○ كاف (القيام بحصر أعداد الأشجار)

○ غير كاف

7.2.2 إذا كانت الإجابة "كافي"، وكان المكان العام مزروعا بالأشجار، ما هو عددّ الأشجار .

_____

7.3 هل الزراعة الحضرية قائمة في المكان المفتوح؟

○ نعم

○ لا

7.3.1 ما هو نوع النباتات التي تجري زراعتها في نشاط الزراعة الحضرية؟

○ خضروات

○ فواكه

○ مكان شاي أو قهوة

○ أزهار وأشجار للبيع

○ غير ذلك

7.3.2 إذا كانت هناك نشاطات "أخرى" (أو أشكال أخرى من الزراعة)، حدّدها:

_____

»8. مقابلات :قسم تقييم الأماكن العامة

8.1 مستوى إمكانية الوصول

سجل هذه المقابلة - سيُطلب منك تحميل المقابلة في نهاية هذا القسم.القيام بإجراء مقابلة مع خمسة أشخاص محليين (تأكد من اختلاف النوع الاجتماعي والسن) لهذا السؤال أمر إجباري

○ غير مقيّد (يمكن للجميع الانتفاع منه والوصول اليه، طوال الوقت)

○ يجري التحكم به عن طريق ساعات الدوام

○ محدود (يتطلب رسم دخول)

○ مقيّد (فقط لأناس محددين)

8.2 الوظيفة (الوظائف) المناطة بالمكان العام أو النشاطات التي يمكن تنفيذها فيه

سجل هذه المقابلة - سيُطلب منك تحميل المقابلة في نهاية هذا القسم.القيام بإجراء مقابلة مع خمسة أشخاص محليين (تأكد من وجود توازن من حيث النوع الاجتماعي والسن) لهذا السؤال أمر إجباري

☐ أحادي الاستخدام (نوع واحد فقط من الأنشطة طوال الوقت)

☐ متعدد الاستخدامات (أنواع مختلفة من الأنشطة في أوقات مختلفة)

☐ تعدد الاستخدام (أنواع مختلفة من الأنشطة في الوقت ذاته)

8.2.1 الوظائف أو النشاطات منظمة أو غير منظمة/ رسمية أو غير رسمية

سجل هذه المقابلة - سيُطلب منك تحميل المقابلة في نهاية هذا القسم.

○ أنشطة منظمة ورسمية (يتم استخدام الحيز العام على نحو رئيسي لأنشطة مخطط لها مختلفة)

○ أنشطة غير منظمة وغير رسمية (يتم استخدام الحيز العام على نحو رئيسي لأنشطة غير مخطط لها مختلفة)

○ كلا النشاطين المنظم و العير منظم يحدث في المكان العام

8.2.2 في حال استخدام المكان العام المفتوح للنشاطات المنظّمة، اختَر نشاطا واحدا أو أكثر من القائمة أدناه.

☐ أنشطة مرتبطة بالرياضة (التزلج، كرة السلة، كرة القدم، السباحة، ركوب الدراجات، إلخ)

☐ أنشطة مرتبطة بالثقافة / الفن (مسرح، حفل موسيقي، معرض، رقص، سيرك، موسيقى، إلخ)

☐ أنشطة سياسية (مظاهرة، نشاط)

☐ أنشطة دينية (دعوة / تبشير، الصلاة، إلخ)

☐ أنشطة مرتبطة بالتجارة (البيع في الشارع)

8.2.3 في حال استخدام المكان العام المفتوح للنشاطات الغير منظمة او الغير رسمية, اختر نشاطا واحدا أو أكثر من القائمة أدناه

☐ أنشطة مرتبطة باللعب (القفز , التزلج و غيرها)

☐ الأنشطة الاجتماعية (المناقشة ، الدردشة ، اجتماع المجموعة ، المرور ، الانتظار ، الجلوس ، الوقوف ، الراحة ، الأكل ، الشرب ، التدخين ، إلخ.)

☐ العمل و / أو الأنشطة التجارية ذات الصلة (الإنتاج ، البيع ، الشراء ، إلخ.)

☐ الأنشطة المعادية للمجتمع (إدمان الكحول ، المخدرات ، السرقة ، التخريب ، الجريمة ، السرقة ، الخطف ، السرقة ، إلخ)

☐ الأنشطة المتعلقة بفن الشوارع (الأداء والحفلات الموسيقية والمعارض والرقص والسيرك والموسيقى وما إلى ذلك)

☐ الأنشطة السياسية

☐ الأشطة الدينية

8.3 هل يُستخدَم المكان العام المفتوح ويضطلع بالوظيفة ذاتها في النهار والليل؟

☐ نعم

☐ لا

8.4 الرجاء تحميل تسجيل المقابلة هنا

الرجاء تحميل تسجيل المقابلة هنا .

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القسم ب: تقييم السلامة في المكان العام

» 9. تقييم السلامة

9.1 برأيك ما هي أهم ثلاث مشاكل اجتماعية تواجه هذا الحيّ؟

سجل هذه المقابلة - سيُطلب منك تحميل المقابلة في نهاية هذا القسمالقيام بإجراء مقابلة مع أشخاص محليين لهذا السؤال أمر إجباري

القتل ☐

الاعتداء / التحرش الجنسي ☐

إساءة استخدام المخدرات والعصابات ☐

العنف (القتال في الأماكن العامة) ☐

العنف (المنزلي والعراك) ☐

اعتداءات الجيش الاسرائيلي (قنابل غاز ,مضايقات و غيرها) ☐

التخريب والجريمة ☐

السطو على / سرقة منشآت تجارية ☐

الدعارة ☐

عدم الامتثال لقواعد وأنظمة الشارع ☐

مشاكل متعلقة بالنقل العام ☐

الفقر وانعدام المأوى ☐

النشل / السرقة ☐

اختطاف المركبات ☐

نقص المرافق الترويحية ☐

التسول في الشارع ☐

القاء النفايات / إلقاء الفضلات على الأرض غير المشروع ☐

الضوضاء العالية / الاحتفال بصورة ضوضائية ☐

غير ذلك ☐

9.1.1 إذا كان الحيّ يواجه مشاكل أخرى، الرّجاء تحديدها.

9.2 برأيك ما هي أهم ثلاث مشاكل تتعلّق بالبنية التحتية تواجه هذا الحيّ؟

سجل هذه المقابلة - سيُطلب منك تحميل المقابلة في نهاية هذا القسم. القيام بإجراء مقابلة مع أشخاص محليين لهذا السؤال أمر إجباري

☐ إنارة الشوارع رديئة / معدومة

☐ عدم وجود تصميمات شاملة للجنسين (لا توجد مساحة للحوامل والنساء اللائي لديهن أطفال)

☐ حشائش / أشجار طويلة

☐ حفر / شوارع رديئة

☐ لا يوجد ضبط لحركة المرور (الإشارات الضوئية، مطبات السرعة)

☐ استيلاء الباعة الرسمين و غير الرسمين على مساحات الارصفة

☐ البيوت و المباني المهجوره

☐ غير ذلك

9.2.1 إذا كان الحيّ يواجه مشاكل أخرى، الرّجاء تحديدها.

9.3 هل وقع أيّة سلوكيات ملحوظة مناهضة للمجتمع في المكان العام؟

سجل هذه المقابلة - سيُطلب منك تحميل المقابلة في نهاية هذا القسم. القيام بإجراء مقابلة مع خمسة أشخاص محليين (تأكد من وجود توازن من حيث النوع الاجتماعي والسن) لهذا السؤال أمر إجباري

○ نعم

○ لا

9.3.1 اذا كانت الاجابة نعم الرجاء الاختيار اي من السلوكيات موجوده من القئمة أدناه

☐ التخريب (الكتابة على الجدران ، الأضرار التي لحقت بالمرافق ، القمامة، الأضرار التي لحقت الأشجار / النباتات)

☐ المضايقة المرتبطة بالعرق أو الميل الجنسي أو الجنس أو الدين أو الإعاقة أو العمر (مجموعات / أفراد يوجهون تهديدات أو إيذاء لفظي أو تنمر أو مضايقات)

☐ تعاطي المخدرات / المخدرات أو تعاملها (باستخدام المخدرات ، الشرب في الشوارع ، استنشاق المواد الممنوعة ، التخلص من الإبر ، وجود التجار أو المستخدمين)

☐ تجاهل و الاستخفاف بجودة حياه الشخص او المجتمع (ضجيج من السيارات والنوادي والأعمال المجاورة ، وأجهزة الإنذار ، والموسيقى الصاخبة)

☐ السلوك السيء(الصراخ والشتائم ، القتال ، السلوك المخمور)

☐ السلوك المزعج (التبول العام ، الحرق الممتلكات الغير القانوني ، الاستخدام غير المناسب للألعاب النارية ، التسول ، الدعارة ، الواقي الذكري المتخلص منه على الارض)

☐ الإزعاج المرتبط بالمركبات (وقوف السيارات غير القانوني ، وإصلاح السيارات في الشوارع أو الأماكن العامة ، والقيادة في شوارع المشاة

9.4 هل سمعت عن اي حالة تحرش حدثت في هذا المكان العام خلال اخر الاثني عشر شهرا الاخيرة؟

○ نعم

○ لا

9.5 هل تستهدف حالات التحرشَ هذه النساء والفتيات؟

○ نعم

○ لا

9.5.1 إذا كانت الإجابة "نعم"، الرّجاء تحديد نوع التحرّش.

☐ الإساءة اللفظية (التعليقات غير المناسبة، الصفير، النكت المسيئة)

☐ الإيذاء الجسدي (اللمس ، المسك غير المناسب)

☐ الحملقة

☐ المضايقات من قبل السلطات

☐ الملاحقة / التعقب

9.6 هل تعرّضتَ للتحرّش في هذا المكان العام أو تعرف شخصا تعرض لذلك خلال الإثني عشر شهرا الأخيرة؟

القيام بإجراء مقابلة مع خمسة أشخاص محليين (تأكد من وجود توازن من حيث النوع الاجتماعي والسن) لهذا السؤال أمر إجباري.

○ نعم

○ لا

9.7 هل سبق لك وأن تعرّضتَ أيا من الحوادث المدرجة أدناه أو تعرف شخصا تعرّض لها خلال الإثني عشر شهرا الأخيرة؟

☐ النشل (سرقة أي غرض، حيث لم يحصل تهديد أو استخدام للقوة)

☐ السطو (سرقة أي غرض، حيث حصل تهديد أو استخدام للقوة)

☐ الإساءة الجنسية أو التحرش الجنسي

☐ الاعتداء الجسدي (التعرض للهجوم أو الأذى. قد يكون جرى ام لم يجر استخدام الأسلحة)

☐ اختطاف السيارات (جرى سرقة سيارة / سيارات باستخدام القوة)

☐ القتل

☐ السرقة

9.8 هل سبق وأن وقع حادث سير أو أكثر على الشارع المحاذي للمكان العام أو المؤدي إليه خلال الأسابيع الثلاثة أو الأربعة الأخيرة؟

○ نعم

○ لا

9.9 الرجاء تحميل تسجيل المقابلة هنا

الرجاء تحميل تسجيل المقابلة هنا .

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» 10. التصوّر السائد عن السلامة (الشعور بالسلامة)

10.1 ما هو مستوى سلامة المكان العام خلال النهار بالنسبة للنساء؟

سجل هذه المقابلة - سيُطلب منك تحميل المقابلة في نهاية هذا القسمالقيام بإجراء مقابلة مع أشخاص محليين لهذا السؤال أمر إجباري

○ آمن (الشعور بالراحة البالغة والأمان في الحيز العام)

○ آمن جزئيا (الشعور بالأمان بما فيه الكفاية ولكن سيجري التحلي بالحذر)

○ غير آمن (مخيف وشعور بالقلق البالغ لكون المرء غير آمن، سيجري تجنب هذا المكان)

10.2 ما هو مستوى سلامة المكان العام خلال النهار بالنسبة للرجال؟

سجل هذه المقابلة - سيُطلب منك تحميل المقابلة في نهاية هذا القسمالقيام بإجراء مقابلة مع أشخاص محليين لهذا السؤال أمر إجباري

◯ آمن (الشعور بالراحة البالغة والأمان في الحيز العام)

◯ آمن جزئيا (الشعور بالأمان بما فيه الكفاية ولكن سيجري التحلي بالحذر)

◯ غير آمن (مخيف وشعور بالقلق البالغ لكون المرء غير آمن، سيجري تجنب هذا المكان)

10.3 ما هو مستوى سلامة المكان العام خلال الليل بالنسبة للنساء؟

سجل هذه المقابلة - سيُطلب منك تحميل المقابلة في نهاية هذا القسمالقيام بإجراء مقابلة مع أشخاص محليين لهذا السؤال أمر إجباري

◯ آمن (الشعور بالراحة البالغة والأمان في الحيز العام)

◯ آمن جزئيا (الشعور بالأمان بما فيه الكفاية ولكن سيجري التحلي بالحذر)

◯ غير آمن (مخيف وشعور بالقلق البالغ لكون المرء غير آمن، سيجري تجنب هذا المكان)

10.4 ما هو مستوى سلامة المكان العام خلال الليل بالنسبة للرجال؟

سجل هذه المقابلة - سيُطلب منك تحميل المقابلة في نهاية هذا القسمالقيام بإجراء مقابلة مع أشخاص محليين لهذا السؤال أمر إجباري

◯ آمن (الشعور بالراحة البالغة والأمان في الحيز العام)

◯ آمن جزئيا (الشعور بالأمان بما فيه الكفاية ولكن سيجري التحلي بالحذر)

◯ غير آمن (مخيف وشعور بالقلق البالغ لكون المرء غير آمن، سيجري تجنب هذا المكان)

10.5 هل للأنشطة المحيطة مجالات رؤية واضحة نحو الحيز العام

الرجاء إجالة النظر في الحيز العام وأنقر على الإجابة المناسبة

◯ لا توجد نوافذ أو مداخل للمتاجر أو للمساكن تطل على الحيز العام

◯ أقل من خمس نوافذ أو مداخل تطل على الحيز العام

◯ أقل من عشر نوافذ أو مداخل تطل على الحيز العام

◯ أكثر من عشر نوافذ أو مداخل تطل على الحيز العام

10.6 هل هنالك أي كاميرات مراقبة في المكان العام؟

الرجاء إجالة النظر في الحيز العام وأنقر على الإجابة المناسبة

◯ نعم

◯ لا

10.7 هل هنالك تواجد لأي موظّف أمن في المكان العام؟

الرجاء إجالة النظر في الحيز العام وأنقر على الإجابة المناسبة

◯ نعم (وجود أمن خاص / شرطة ضمن مسافة هتاف)

◯ لا (لا يوجد حراس أو شرطة يمكن رؤيتهم في المنطقة المحيطة)

10.8 الرجاء تحميل تسجيل المقابلة هنا

(Click here to upload file. (< 5MB

القسم ج: تفاصيل المسّاح (المسّاحين)

11.1 جامع البيانات 1

11.1.1 النوع الاجتماعي:

◯ أنثى ◯ ذكر

11.2 جامع البيانات 2

_____

11.2.1 النوع الاجتماعي:

◯ أنثى ◯ ذكر

DATA COLLECTION MANUAL

Open Public Space Assessment & inventory

GLOBAL PUBLIC SPACE PROGRAMME
AUGUST 2016

UN@HABITAT
FOR A BETTER URBAN FUTURE

1.0. GENERAL NOTES

The purpose of this manual is to give brief instructions and training to the data collectors' team assigned by the city, town or any authorized entity in order to carry out a spatial inventory of open public spaces (OPS) within the city or town. This manual can be also used as a reference for the assessment of open markets tool.

- The assessment of open public spaces is a combination of public space validation on the ground and associated data collection through an electronic questionnaire (the electronic questionnaire also works when disconnected from the internet).

- Government officials from the smallest administrative units, community members, public spaces stakeholders working in the city, university students related to planning and academicians are suggested to take part in the training as well as gathering of the information needed from the respective city or town.

- During the training and data collection period; it is highly advised to participate widely the Youth, children, women and people with disabilities.

- Before going to the site for the assessment and inventory; make sure the following three important elements of the assessment tools are on hand;

    A. Kobo toolbox app on the mobile android based device linked to UN-Habitat's assessment and inventory form.

    B. Printed out map of the area where the field work is going to carried out.

    C. Printed out form which is helpful to track the consecutive codes of the data and for approval of the ownership of the space inventoried by the government officials and community.

- During the assessment and inventory there are about six main activities on the site which are;
    1. Recording the location

    2. Fill questionnaire

    3. Recording sound

    4. Take pictures

6.   Save and submit the data collected

● Questionnaires with asterisks (*) are mandatory to respond at all times, failing to do so will result difficulties on proceeding and in filling the consecutive pages of the form as well as in submitting the data.

● Internet connection is only needed to install the kobo toolbox app and to submit the data to the server. The data can be collected without an internet connection all the times.

● Pictures and videos always shall be removed from the mobile device after submitting the respective data. This is advised, when the mobile device has a small capacity of memory and processor speed. Android based mobile devices are highly compatible and easy to install and use kobo toolbox app. Make sure the configurations are set as advised in this document below under the "step 1" section of "downloading and configuring the Kobo toolbox app".

● Only one full data form submission per site is recommended at all times. Please avoid doing several data collection on the same site.

1.1. WARNING TO THE DATA COLLECTORS TEAM

The application creates transparent data and a data collection system for different parties with direct interest on the subject matter the Nairobi City County and UN-HABITAT. The application automatically shares information visible to UN-HABITAT teams working on the subject such as which device, where and when data is collected once the surveyor's phone is registered as a "surveyor" via the data base. This applies even if the device is on "offline mode" while filling the form. The surveyor is always advised to fill and collect the required data as requested for each specific site.

1| Be on your respective site, recommended to be at the center/middle of the site while taking the GPS.

2| Turn on the GPS on the device while capturing the data.

3| Take photos that clearly describe the situation of the site (5 minimum). The photos should be taken from different angles. If possible, optimize quality of photograph and always focus on capturing the

4| Sketch the layout of the open space on the base map provided (clear and neat drawings)

5| Respond to the questions based on the site existing/ current situation rather than knowledge in the past.

6| Respond to all the questions with red asterisks (*) and finalize before trying to upload

7| Upload the information as requested after finishing and continue with a new one, which should be on the new site. Follow these steps all the time until all "open public spac-es" on your ward assessment and inventory is completed.

1.2. TARGET AUDIENCE

For the assessment, inventory and training on the subject matter most; Government officers from different sectors including from the smallest administrative units, GIS team from the government and from different stakeholders, different members of communities, academia, and stakeholders working on open public space are expected to attend the training before the assessment and inventory of public spaces and open markets takes place.

1.3. DATA COLLECTION METHOD

This project aims to collect data on five (5) as-pects of open public spaces:
1| spatial location and distribution
2| Quantity
3| Accessibility
4| Network of public spaces
5| Quality of public spaces based on accessibility, use, comfort, physical facilities and green coverage.

1.4. KOBO TOOLBOX

During the assessment, the data will be collected using smart mobile phones to obtain precise information, to facilitate the management of the collected information during the assessment period and to secure the confidential collected data information. The used application for this specific assessment is "Kobotoolbox" where the questioner is uploaded and ready for completion. The Kobo application can be downloaded for free from Google Play.

Definition; Kobo Toolbox is a free open source tool for mobile data collection, available to all. It allows you to collect data in the field using mobile devices such as mobile phones or tablets, as well as with paper or computers. It is being continuously improved and optimized particularly for the use of humanitarian actors in emergencies and difficult field environments, in support of needs assessments, monitoring and other data collection activities. The adaptation of Kobo Toolbox for humanitarian use is a joint initiative between

OCHA, Harvard Humanitarian Initiative (HHI) and the International Rescue Committee (IRC), among other organizations[1].

1.5. BASE MAP

In addition to the Kobo app as a means of collecting data, the printed Base Map divided into different small section will be used to make sketches of the specific open spaces on the printed base map by the data collectors assigned to the field. The source of the map is either open street map or a satellite image. The base map will be provided by the city. It is essential to draw a clear sketch on the base map to avoid ambiguity while developing Geographic Information System (GIS) files of the respective public space.

Using the digital app and printed base map; the assessment and inventory of the public space or the market make it very easy for the data collectors to identify the designated areas for public use and for market places. The assessment of the OPS surveys each neighborhood's public space in the sub counties at ward level (the smallest administrative unit level). The Ward is responsible in supervising the collection of valid data, while the NCC is responsible in monitoring the data collect.

1.6. GPS

GPS is a geographical positioning system. In each open space visited data collectors should begin the task by filling the General section, which is specifically on "Geolocation of the Public Space". Locating the exact location of the site using your GPS on the device is mandatory for each open space under assessment in the neighborhood. To do so, always make sure your GPS is turned on your device. In addition, it is also possible to find the exact location on the first page of the map by clicking on the attached map. Please, always make sure the location selected on the map is exact. It is also possible to search your exact location by typing the name of the open space and pointing on the zoomed location on the page.

1.7. REQUIREMENTS

Before starting the inventory and assessments of the open public space, the surveyors or the data collecting team have to make sure the following eight essential elements are fulfilled:

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[1] http://www.kobotoolbox.org

1| Obtain training on the process on "How to assess open public spaces or open markets"
2| Register the surveyor as a data collectors in the database
3| Register the smartphone which will be used for the assessment
4| Print the base map of the site.
5| Install the Kobo Toolbox app on the smartphone
6| Check for GPS availability on smart phone, most smartphone install such futures.
7| Print the questioner (optional)
8| Read the data collector's manual

Once the above requirements are achieved, the data collectors can proceed collecting data being on site. It is required for each surveyor to complete the survey before saving and sending the data to the server.

2.0. STEP 1 | DOWNLOAD, INSTALL & CONFIGURE KOBO TOOLBOX APP

To download and install the "Kobo toolbox" mobile device application on the device, internet connection is required (use WiFi or mobile data at your convenience). It can be downloaded using "Google Play" on Android and Google phones or "Mobogenie app store" or using app transfer.

 or

1| Open the Google play store on your device
2| Search for the "Kobo toolbox" application
3| Click on the "Kobo toolbox" icon and when a new page appears click on the "install" button to install
4| to run the Kobo toolbox app click on the Kobo toolbox icon on your home page

After installation, go to general setting and make sure the username, password and URL are configured as indicated below;

A. User name: surveyor

B. Password: ward

C. URL:https://kc.humanitarianresponse.info/publicspace

In the general setting; make sure auto send with WiFi, auto send with network are ticked on the general settings. For further refer the figure under.
The kobo toolbox form has 6 pages which the surveyor is expected to fill before uploading. Follow the following steps to start filling and sending the finalized form.

For first time device setup:
Click on the Kobo Toolbox icon which you find on the homepage of the device.
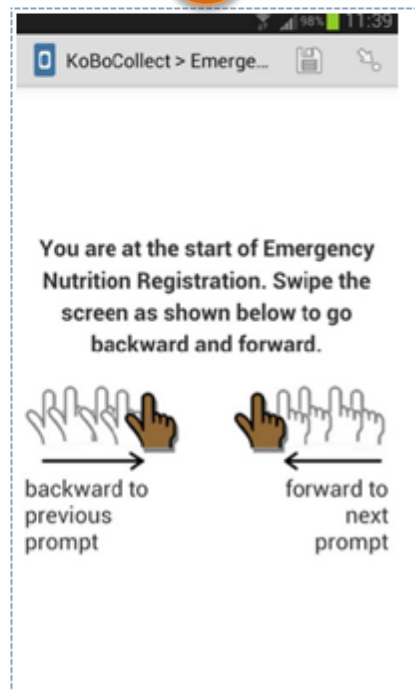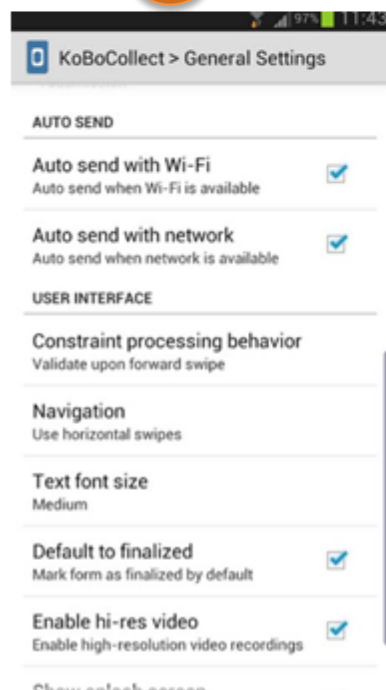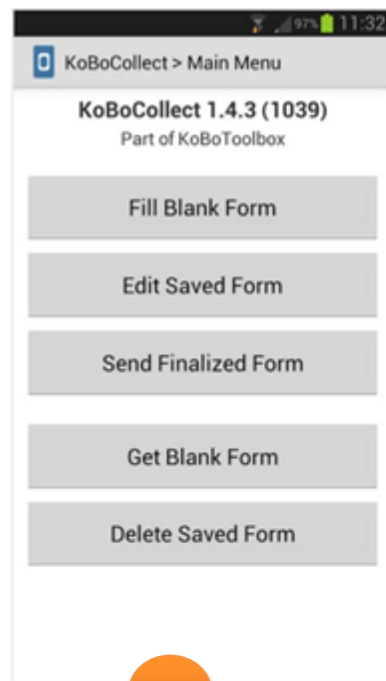
When the first picture appears under the on left, click on "General Setting" and from kobo toolbox generals setting; make sure all the elements on picture 3 are selected as seen. Scroll down on the same page and fill the following as seen.

URL: **https://kc.humanitarianresponse.info/publicspace**
Username: **surveyor**
Password: **ward**

Click "back button" to return and to go back to "Picture 1". On "Picture 1" click on the "Get Blank Form" link different forms will display, select "select the form that belong to your city" from the available list, for example select "Bamenda city Cameroon, public space and market assessment tool". Automatically after selection the form is ready for use, on the same device.

Start filling the first page of the form on the Kobo Toolbox. When completed the first page, wait about 15 seconds before proceeding to the next page and click the next button to con-tinue. If the application blocks you from proceeding after waiting 15 seconds, this indicates you still have some questions unanswered and you have to revise unfilled parts of the form. It is recommended to wait about 15 seconds for all pages to load and to revise them before proceeding to the next page.

Once you complete responding to all the questions expected, the finalized form saved on the phone. When you have an internet connection open and click on "Send Final-ized Form", which you can find on the last page of the form. Alternatively, return to "Pic-ture 1" and select the "Send Finalized Form" from the list. To do so, an internet connection is needed.

After finalizing the first form you can proceed to collect data from another site by clicking on the "Fill Blank Form" button either from "Picture 2" or "Picture 1" as you wish from where.

For second time users:

The form can now be used while "offline" on ward, an internet connection is no longer needed to get the new form or collect data. An internet connection will only be needed to upload the finalized form to the server.

Click on the Kobo Toolbox icon which you will find on the homepage of the device (to do so please make sure it is installed as pre-viously instructed).

"Picture 1"or "picture 2" will displayed on the mobile device, Click on the "Get Blank Form" button, and select "the title of the project you are involved" as a form.

Start filling the first page of the form on the Kobo Toolbox. After finishing the first page wait 15 seconds before proceeding to the next page and click the next button to continue.

If the application blocks you from proceeding after waiting 15 seconds it means you still have some remaining unanswered questions to fill. Please revise and wait 15 seconds before proceeding to the next page.

Once finished, send the finalized form. Click on "send finalized form", which you should find on the last page of the form, or go back to "picture 1" and select the "Send finalized form" from the list. To proceeds an internet connection is needed.

Kindly, repeat the four steps listed above for second time user title until you finish collecting data throughout the area advised to do so.

ASTERISK

Be advised that all surveying questions with a red asterisk (*) are mandatory and should be filled accordingly before uploading the form (fail-ing to do so will cause a loss of data and oblige you to start the questioner again and again until the required blank space filled or ticked).

3.0. STEP 2 | MAPPING

This workshop is organized to understand "what urban space is", "what market place are" and to assess and inventor the existing open public spaces in the city. Where these spaces are and what their characteristics looks like.
In order to carry out the inventory, the surveying teams are expected to use the fol-lowing two (2) instruments: base maps and electronic questionnaire.
Base maps: The surveying teams are going to be supplied with three (3) sets of printed base maps.

A | key map, indicating the subdivision of the area
B | Field survey map, all maps recommended to visible scale.

3.1. HOW TO USE THE FIELD SURVEY MAP

Sketch the OPS on the field survey map based on the shape of the site.
    1 | Identify the open public space and number them on the field survey map (start-ing from "001" and continuing with "002", "003"…etc.)
    2| Draw a clear and neat boundary of the open public space as it exists on site.
    NB: Always make sure the number you use on the map is filled as an ID on the KOBO toolbox form of the respective OPS.

    3| START filling forms on the KOBO toolbox…"to do so" please follow "Step 2"

3.2. TYPES OF MAPS

A | Sub county level base map: Open Street
Map based base map of the sub county to be used for navigation purposes in the area

B | Smallest administration level subdivisions: Another Open street map based field navigation map of the same sub county showing ward boundaries and ward subdivisions. The ward subdi-visions and boundaries are not the official boundaries, but the generated ones along the road geometry in order to divide a single ward into smaller areas/parts by labelling it with a unique ID. These high resolution maps are printed on A3 size paper to achieve high-er precision when identifying the open public spaces.

C | Field survey map: This is the working map that constitutes only an image of a single part of any official ward. Data collec-tors are to identify and draw the shape of the public spaces on this map. Each of the field survey maps is attributed with proper instruc-tions on how to work on the maps during field survey.

4.0. STEP 3 | FILL IN THE FORM

Once the application is downloaded and configured on the device, then it is a simple process that the data collector team is going to perform. The questionnaires on the app are designed for easy use of the data collection process and somehow it gives guidance throughout the process. But whenever the team needs a clarification on how to respond to the specific question, this document is essential and can be referred for further clarifications.

NB: The question numbers on the kobo toolbox and on this document are identical for easy Vis versa references. All open public space "questionnaire" are grouped into ten major sections and the market assessment "questionnaire" in tow thirteen sections.

The only difference between the public space assessment questionnaire and market assessment questionnaire are; market assessment questionnaire has included additional questionnaire such as operation assessment, environmental assessment and. Social and cultural assessment as indicated below.

Public space assessment questionnaire:

> Section 1: General identification of the site
> Section 2: Types of the public space assessment
> Section 3: Accessibility assessment
> Section 4: Usability assessment
> Section 5: comfort assessment
> Section 6: safety assessment (perception of safety)
> Section 7: Physical facility assessment
> Section 8: Green coverage assessment
> Section 9: surveyors detail.

Section 10: interviewed person detail.

Market assessment questionnaire:

Section 1: General identification of the site
 Section 2: Market Operation assessment
Section 3: Accessibility assessment
Section 4: Economy assessment
Section 5: Use assessment
Section 6: Facility assessment
Section 7: Comfort assessment
Section 8: Safety assessment (perception of safety)
Section 9: Environmental assessment
Section 10: Social and cultural assessment
Section 11: Clients and customer assessment
Section B & C: Surveyor(s) detail and Interviewed person detail.

However; for Bamenda city, Cameroon, the assessment is divided into two main assessment categories as "open public space" and "marketplace" holding all the sections of questionnaire. Most of the questions discussed under are based Nairobi city open public space assessment tool. Slight changes with your city assessment and inventory tool could happen on this manual.

A. PUBLIC SPACES ASSESSMENT AND INVENTORY

4.1.1 BRIEFING THE SURVEYING QUESTIONS

4.1.2. IDENTIFICATION OF THE OPEN PUBLIC SPACE

Geolocation of public space

Geolocation of the public space is a very important and vital element in the assessment and inventory of open public space. Not only in indicating the location of the open public space but also in attaching all the elements of the response on the Kobo toolbox to the same CODE.

Step 1
Make sure the GPS icon on the mobile device is "***switched on***" and the accuracy, which is in meter, is advised to be less than ten meters preferably close to 1 meter. However, accuracy that is less than 5 meter is highly recommended in capturing.

While capturing the GPS of the location, make sure you are situated at the center of the site. Highly recommended to avoid standing at the edge of the site during this activity.

Step 2

Press the *"Record location"* button on the screen of the first page of the kobo toolbox questionnaire form to capture the location of the open public space.
Usually capturing the OPS location takes nearly 20 seconds with accuracy of 5 meter or less. But, if locating the Geolocation of the public space takes longer time than usual, advised to use internet connection to reduce the time.

1.1.1   Public Space ID:*

(Start with the area code from the printed out map, and then number of the public space putting ""between. (e.g.: KM12001)

Inserting all the assessed open public space with code helps in managing the data easily during assessment as well as during analysis period. Only two very simple coding systems applied. The leading codes have to be generated from the printed out map which has two alphabets and two digits of number. While the second part of the code which is "three digits" has to be generated by the surveyor or the data collector (always start from 001 when you start using a new area of map). Always make sure the leading code and the code given by the data collectors separated by a hyphen ().**E.g. Code KM12001,**

The code **"KM12"**Generated from the map whereas **"001"**Generated by the data collector/surveyor.

"KM": Indicate the neighborhood name
"12": Indicate the number of pages of maps which belongs to the same neighborhood.
"001" generated by the data collector indicating the first assessment of the open public space.

1.1.2   Name of the Public Space:

(If available, please enter the name of the public space. If not available, leave the space blank.)
This question is looking a response of local name of open public space. But it is not mandatory to respond to this question if the name doesn't exist.
1.1.3   Address:

(Enter the surrounding street names or refer to the local area address)

1.2   Sub County Name:*

This question has already a preloaded answer to select to the correct administration boundary the respective land of the open public space belongs to.

1.2.1   Wards under "x" Sub County:*

This question is also has a preloaded answer related to the smallest administration's name and all the respective response displayed when the question on 1.2 is responded.

1.3   Take a photo of the OPS*

(Click on the next blank space to take the picture)
Taking pictures are among the main activities during the assessments of open public space. The data collector could be asked to take different pictures on the kobo toolbox questionnaire

depending on the type of the open public space under assessment, 3 pictures to 9 pictures depending to the type of OPS.

These pictures are going to be used as a tool to validate all the entries and responses made by the data collector or surveyor related to the respective open public space. Reasoning that, all data collectors are highly advised to take clear and wider angle pictures all the time.
What is on the picture and the responses to each of the question has to be familiar each other. By the time the data cleanup is done based on the pictures from each open public space. *As an example:* On the wider angle of the pictures there is disposed garbage and on the questionnaire to the related under should be **"yes"** rather than **"No".**

5.5 Is there any disposed garbage in the OPS?

       O Yes

       O No

How to take a picture:
Click on the **"Take a picture"** button on the kobo toolbox form to take pictures, after taking picture click on "save" button to upload the picture to the form. If the picture you take is not clear or you want to replace, click on "Discard" button. Pictures can be changed at any time before sending the finalized form. Always make sure the pictures are from different angles as requested on the kobo toolbox for related to the each picture and as clear as to give a number of information related to the space.

      1.4 OWNERSHIP of the OPS?*

      O Government
      O Non –Government
      O No information
      O Other

This question has a motive in gathering information related to who owns the land for public use. The land allocated for public use could be owned by different sectors rather than only government. As an example; privately owned land could be used by public and for free or without profit motive to access all the time or to the limited time. Whenever the ownership is part of any government entity, select *"Government"* from the list under ownership of the OPS and question related to ownership continues in identifying which governmental entity own the land for public use. Under (1.4.1) will be displaced on the screen seeking answer, which governmental entity owns the land.

Whereas if the open public space is owed by nongovernmental organization: if privately owned.

1.4.1 If Government owned*
       O National government
       O County
       O Government
       O Others

1.5 MANAGEMENT of the OPS*:

        O. National Govt.

        O. Council/village community

        O. other

1.5.1 **If the OPS are managed by Government, select the level of Govt**.:

1.5.1.1 If 'others', specify the Governmental institution/level

        O. Private

        O. NGO

        O. Association

        O. Cooperative

        O. Village Traditional Body

        O. Others

1.5.2 If the OPS is managed by Nongovernment organization

1.5.2.1 If 'Others', specify the name of the organization and contact person

1.5.3 If 'Others', specify the organization name/type:

1.6 Provide management authority contact detail (if available)

1.7 Is it a formal or informal public space? To seek the character of the space this question is important and it is mandatory to respond. Formal are spaces that are planned, designed or designated space spaces, which also might be on the master plan of the neighborhood or the city. On the other hand "informal spaces are spaces which their size and shape develop with informal activities, let's say by land grabbing and informal settlement.

1.8 Major Adjoining land use (Adjacent major function(s) to the OPS).

multiple answers expected (please tick on one or more, according to availability).Since multiple answer is expected for this question , recommended to tick on the prefixed land use elements, as many as the available surrounding the space.

        O. Informal (Spontaneously developed public space)

        O. Low density Residential (G+0 G+1 Residential building) ,

        O. High density Residential (G+2 and above apartments)

        O. Commercial (Market, Shops, Malls etc.)

        O. Institutional (Different Governmental offices)

        O. Recreational (Park and related)

        O. Small scale industries (e.g. small workshops...)

        O. Large scale industries

        O. Educational institutions (Kindergarten, Primary, High school, University etc.)

        O. Office buildings

        O. Health and related (hospitals, clinics, etc.)

O. Others

1.8.1 If 'Others', specify major Adjoining Land use. This question will be displayed if the answer from 1.8 is others. The blank space allows to text briefly the land use element which is not mentioned on the above.

4.1.3. TYPE OF OPEN PUBLIC SPACE

This section deals and helps on categorizing all the public spaces based on the respective spaces topology. Question number 2.1 and 2.2 are the leading questions while question number 2.3 is dependent to these leading questions. Neighborhood level open public spaces are usually used by the local people or the people living close to the public space. Courtyard, community square and like can be considered as a neighborhood level open public spaces. City level open public spaces are spaces used by people living in different part of the city and even people from outside the city. City level public spaces usually located close to major streets of the city.

2.1 Type of OPS by SCALE
   O Neighborhood level (ward level)
   O City level

2.2 Type of OPS by SURFACE. Hint: what is the surface of the OPS? This question seeks information related to the ground surface.

   O Mainly sand/earth or green open space (soft surface)
   O Mainly hard surface (e.g. paved square, street, plaza, etc.)
   O Mainly water bodies

2.3 Specify the exact typology of the OPS. Select from the list the exact type of public space that describe the most for the space you are collecting data from.

All the typology of public spaces is listed under; please scroll "down" and "up" on the mobile application to select the exact definition or match to the space you are assessing information from. All type of public spaces are listed under. Only if there is no a matching type, select "other" and describe briefly the space you are inventorying.

     O. Playground
     O. Community yard, Community squares
     O. Garden/Nursery (green)

O. Sport fields (open)/ Sport field paved
O. Park / recreation area
O. Institutions' front porch
O. Business / Corporate open space
O. Parking lots
O. Plaza, Square, Arcade
O. Green areas (forest)/Cemetery
O. Riparian (water body's frontage)
O. Road reserve
O. Sidewalk
O. Street
O. Vacant (this spaces are not spaces under public use and empty but spaces which are owned by any entity and fenced.
O. River, dam, pond, waterfall, Lake
O. Others

2.3.1 If others, Specify.

This question will be displayed when; the answer for 2.3 is "others". Provide brief description on the blank space.

2.4 Additional surface/texture OR elements of the OPS

Multiple answers expected (please tick on one or more, according to availability). Besides the main surface texture of the space there might be additional surface texture in the public spaces. For example; a playground majorly soil surface texture could have a paved street inside or allowing comfortable access for the users.in this case we tick on additional "paved texture". However; if there is no additional surface texture on the space, tick on "None" meaning no additional surface texture.

O Sand/Earth surface
O Green covered land
O Paved surface
O Natural water bodies
O NONE (no additional surface/texture exist)

2.5 Special Elements of the OPS (landmark / furniture)

Select upon availability of the elements, multiple answers expected (please tick on one or more, according to availability). Especially elements on the public spaces can be elements mentioned under. It is possible to select multiple answers and take pictures of the especially elements whenever available. If the space is big enough not to cover inspection from one point, it is recommended to walk around before responding to this question. Whenever there is no special element on the public space, select "NONE" from the list.

O Monument/statue
O Artificial water bodies (eg: fountain...)
O Play furniture
O Seating furniture
O Shade (Artificial)
O NONE

2.5.1 Name of the Monument /Statue

Take the picture of the MONUMENT/Statue (different angles), play furniture, shade (artificial) and the artificial water bodies (e.g.: fountain...). This element will be displayed based on the response for question number 2.5. Please take a clear and presentable picture of the special element as responded for question 2.5.

4.1.4. ACCESSIBILITY ASSESSMENTOPEN PUBLIC SPACE

3 Level of ACCESSIBILITY:

The first question on this section deals related to accessibility in terms of management. "Unrestricted" means spaces which don't require any kind of access permission to use the space and are all the time open for anyone in need of, "Controlled by opening hours" means in this term " spaces which have time limitation to access or use", "Limited" access is for space which always requires payment or entrance fee to access to the space and "restricted" spaces are spaces which limits access for limited people. A good example for this could be spaces which require membership like golf clubs.

For this question, it is mandatory to interview local people or people using the space.

O Unrestricted (accessible by all, all time)
O Controlled by opening hours
O Limited (requires an entrance fee)
O Restricted (only for specific people)

3.1 Which infrastructure exist "TO ACCESS" the site? Select one or more according to availability. Possible infrastructures which are essential to access public spaces are listed under. One public space can have more than one infrastructure to access, please select as many as available on site. Tick on the respective infrastructure only if it is located on the space no matter the condition is. After selecting type of the infrastructure available on site for the users to access the public space, then the condition assessment of the infrastructure question will be displayed on the screen for detailed assessment.

O Wheelchair users' access

O Separate Cycle lane

O Separate Pedestrian pathway/ Sidewalk

O Separate Vehicular road/street

O No user Specific Street

O Street suitable for all users (this street is to refer for street, well maintained and easy for all the users, e.g. if the pedestrian, wheelchair and cyclist use the street comfortably).

3.2 Rate the CONDITION of paved pedestrian pathway or SIDEWALK to open space? Answer yes only when only a separate pedestrian way provided on site. **Follow the hints provided next to each of the response for accuracy.**

O Poor (paved walking path totally in bad condition))

O Moderate (can walk but can't run)

O Good (easy to walk and run)

3.3 Rate the CONDITION of ACCESSIBILITY for people with disabilities. Evaluate for wheelchair users. When only a separate wheelchair way provided on site. **Follow the hints provided next to each of the response for accuracy.**

O Poor

O Moderate

o Good

3.4 Rate the CONDITION of the VEHICULAR access to the OPS? When only a separate vehicular way provided on site. **Follow the hints provided next to each of the response for accuracy.**

O. Poor

O. Moderate

O. Good (easily accessible by motorized vehicles)

3.5. Rate the CONDITION of Paved CYCLE WAY in the OPS? A separate cycle lane or cycle way only. **Follow the hints provided next to each of the response for accuracy.**

O. Poor (interrupted lane, unclean, distracting elements appear here and there)

O.   Moderate (some point interrupt)

O.   Good (well maintained, uninterrupted and friendly to use)

3.7 Is there any clear and defined ENTRANCE to the public space? When gate or some form of entrance is clearly defined the space. **Follow the hints provided next to each of the response for accuracy.**

O Not required (If the OPS is all round or partially open and accessible and allocating a fence is not important)

O Not clearly defined / poorly maintained

O Open, inviting and clean, easy to find with clear and well maintained signage

3.8 If the STREET is used by all without differentiation of users with allocating user specific infrastructure, can it be used by WHEELCHAIR users easily? "Yes", "No. This question will be displayed, following the response for question 3.1.To seek further information about streets which have no separate lane for different users and the comforts and safety of wheelchair users.

4.1.5. USE ASSESSMENTOPEN PUBLIC SPACE

This section aims at understanding the activities within the area, user groups and the scale of use of this space. Especial focus is on how the spaces are being used, who is using the spaces and for what purpose. It is mandatory to interview a local person using the space for the entire questionnaire under this section.

4.1. Function(s) or activities in the public space: It is recommended to interview local people and it is mandatory. Whenever more than one function of typology appears, it is recommended to tick on more than one answer from list below. Multiple answers are also expected for this question. This question is a standalone question.

- O Mono functional (only one type of activity all the time)
- O Multifunctional (different types of activities at different time)
- O Plurifunction (different type of activities at the same time)

4.1.1. Function(s) or activities in the public space: (Organized) or (Unorganized). This is a leading question. Besides that it is expected in some case a multiple answers. You can tick on all of the response when even necessary.

O. Organized activities (if the OPS mainly used for occasional different activities)
O. Non Organized activities (if the OPS mainly used for spontaneous different activities)

4.1.2 If OPS used for organized activities, select one or more from the list under. Multiple answers expected in most cases and this question displayed whenever we respond "organized activities" under question number 4.1.

- O. Sport related activities (skating, Basketball, Football, Swimming, Cycling, etc.)
- O. Sport related activities (Skating, Basketball, Football, Swimming, Cycling, etc.)
- O. Cultural / Art related activity (theater, Concert, Exhibition, Dancing, Circus, Music etc.
- O. Political activity (Demonstration, Activism)
- O. Religious activities (Preaching, praying, etc.)
- O. Commercial related activities (street vending)

4.1.3 If the OPS used for Non Organized activities, select one or more from the list under. Multiple answers expected (please tick on one or more, according to availability). It is mandatory to interview

local people FOR this question. This question is not a leading question but will be displayed based on the answer made for the question 4.1.1

    O. Play related activities (Jumping, Skating, etc.)
    O. Socializing activities (discussion, chatting, group meeting, passing through, waiting, sitting,
    O. Standing, resting, eating, drinking, smoking, etc.)
    O. Work and/or commercial related activities (production, Selling, Buying, etc.)
    O. Art related activity (Performance, concert, exhibition, dancing, circus, Music etc.

4.1.6. COMFORT ASSESSMENTOPEN PUBLIC SPACE

This section tries to assess the "comfort" level of the site. This includes noise pollution, air pollution, waste disposal and aesthetic assessment. To measure the sound disturbance level, another app needed to record the average noise disturbance level.

5.1. Is there any unpleasant odor/smell (regarding air quality) that interferes with the user experience? Yes, No. This is a leading question, when eve the answer is "yes" two following questions will be displayed. This is a personal feeling about the site.

5.1.1. If 'yes', rate the level of unpleasant odor/smell?
    O. Bad (it is disturbing)
    O. Very bad (disturbing moving away)
    O. Extremely bad (cannot stay in the area)

5.2. Does the noise level interfere with an enjoyable user experience? Yes, No. The question is somehow to track people feeling about the noise disturbance level before measuring the noise disturbance level with scientific method. This question is recommended to interview the local people using the site.

5.2.1. Measure the noise level in decibels "db" of the area and select from an already preloaded answer. Open the noise disturbance measuring application from the mobile device. After measuring the noise disturbance level please insert the response from the list under.

5.2.2. SOUND POLLUTION (click to record for 15 seconds).This response is a proof for the respond on 5.2.1.click on the blank space to measure the sound of the area, click on record, after about 15 second press stop, the data will be saved automatically.

5.3. Does the public space offer pleasant views in different directions? Yes, No.
This question is linked with question 1.3. It is believed while you take the pictures of the surrounding, you observed a lot about site. Make sure the pictures you took based on question 1.3 and the response you have for 5.3 are somehow providing similar information.

5.4 Is there any open water body in the specific open space? Yes, No. This is also a leading question which is going to be followed by one question when the answer is "yes". But if the answer is "No" questions 5.4.1 will be skipped.

5.4.1 If 'yes', rate the water CLEANNESS. For the cleanness of water, you can evaluate by observing using the color of the water or the existence of insects or the presence of garbage in the water.
    oClean
    o Not clean

5.5 Is there any DISPOSED GARBAGE in the OPS? Yes, No. It is a leading question followed by one question if the answer is "yes". Personal observation but advised to be critical on how to respond.

5.5.1 If 'yes', rate the level of disposed garbage.
    O. Bad
    O. Very Bad
    O. Extremely bad

4.1.7. SAFETY ASSESSMENT

This section/ chapter of the questionnaire seek the information related to safety perception of the resident rather than the safety perception of the data collector's team or member, for all the questions under this chapter (safety perception assessment) it is mandatory to interview a local persons. While interviewing the local people, make sure the incident they are responding is not more than 4 weeks.

6.1 Has the OPS been the subject to vandalism? Yes, No.

If, yes, please specify on the blank space provided about what kind of vandalism happening or happened in the area recently. Short description and precise

6.2 Have you ever heard of acts of crime or robbery committed in the OPS? Yes or No. the maximum time period to consider the information of the respondent shall be 4 weeks. If the respondent raises issues which occur 4 weeks before, respond the question as "NO".

6.3 Is there any noticeable antisocial behavior happening in the OPS? Yes or No

This question tries to track the day to day situation of safety and the antisocial activities that is happening in the area. All type of activities that the community fell against their culture and norm can be considered as anti-social activity in this case.

6.4 Are traffic accidents an issue "IN/ON the OPS"? (Within a maximum of 34 weeks). Yes or No. The intention of this question is to seek information ONLY related to traffic accident happening on the OPS, not outside or external environments. It has also time limitation about the accident, record a situation happened within a maximum four weeks.

6.5 Are traffic accidents an issue on the street adjacent to or leading to the OPS "TO the OPS"? (Within a maximum of 34 weeks).Yes or No, This question is seeks information related to the streets, leading to the public space or market.

6.6 What is the safety level of the OPS during the DAY? Interview a local person using the space at the time of survey about his/her perception of safety during day time. Make sure it is not your perception while responding.

> Very Safe (feel very comfortable and safe in the OPS)
>
> Partially safe (feel safe enough but will be careful)
>
> Not Safe (frightening and very concerned for being unsafe, will avoid this space)

6.7 What is the safety level of the OPS during the NIGHT? Interview the same local person you interviewed at the time of survey about his/her perception of safety on the space during night time. Make sure it is not your perception while responding.

> Very Safe (feel very comfortable and safe in the OPS)
>
> Partially safe (feel safe enough but will be careful)
>
> Not Safe (frightening and very concerned for being unsafe, will avoid this space)

4.1.8. PHYSICAL FACILITIES ASSESSMENTOPEN PUBLIC SPACE

Under this section, we have 11 leading questionnaires with three or two additional questionnaires for each of the 11 leading questionnaires. For all of the questionnaires under this section, the data collecting team do not need to interview, instead they respond for each of the questionnaire based on their inspection of the facilities on the site.

7.1 Does any seating facility exist in the specific open space? "Yes" or "No". This questionnaire only seeks information on the availability of the seating facilities. The sufficiency and condition of the facility will be responded on the next two questionnaires if the answer is "yes".

7.1.1 If yes, rate SUFFICIENCY of seating facilities in the OPS
> O. Sufficient (enough seating for all who would like to sit)
> O. Not Sufficient (people sitting all over the place, but no enough seating furniture allocated)

7.1.2 If yes, rate the CONDITION of SEATING FACILITIES in the OPS?
O. Poor (falling apart /broken seating facilities)
O. Moderate (usable but in not good condition)
O. Good (well maintained and clean)

7.2 Does any STREET LIGHT exist in the OPS? "Yes" or "No".
In this term "Street light" mean man made lighting system of the space. If the infrastructures of street lighting system exist on site, respond "yes" at all times. And measure the facility's sufficiency and conditions. This answer "yes" will be followed with three additional questions to seek depth information related to "street lighting"

7.2.1 If Yes, Rate SUFFICIENCY of the STREET LIGHTS in the OPS. Follow the hints next to each of the response for accuracy.
O. Sufficient (evenly distributed to light the area well)
O. Not Sufficient (not properly distributed and lighted)

7.2.2 IF yes, Rate the CONDITION of the STREET LIGHTS in the OPS rate the infrastructure of the lighting system (e.g.; the condition of the pole, the bulb and cables, the bulb cover). Follow the hints next to each of the response for accuracy.
O. Poor (broken poles, broken or out use bulbs etc.)
O. Moderate (some damage on poles but working bulbs)
O. Good (well-maintained working bulbs,)

7.2.3 If yes, rate the lighting CONDITION during the Night. Follow the hints next to each of the response for accuracy.
O. Dark (can see lights, but low visibility)
O. Visible (lighting is enough and clear visibility)
O. Bright (the whole area is brightly lighted)

7.3 Does any GARBAGE BINS exist in the OPS? "Yes" or "No". A garbage bin can be defined as a container, typically a plastic or metal for collecting garbage.

 7.3.1 If yes, rate SUFFICIENCY of GARBAGE BINS i n the OPS

O. Sufficient (no garbage on the ground)
O. Not Sufficient (garbage disposed here and there)

7.3.2 If yes, rate the CONDITION of the GARBAGE BINS in the OPS
O. Poor (when broken or damaged)
O. Moderate (when maintained better with minor defects)
O. Good (when well maintained, distributed and no defects)

7.4 Is there any public TOILET in the OPS? "Yes" or "No" or "Not Applicable". Fixed or movable receptacles into which the public may urinate or defecate. Sometimes it is not constructing or allocating some facilities in all the public spaces, especially allocating public toilet in all the public space is not ideal. That is why in the response list "not applicable" exists. The difference between "No" and "Not applicable" is; when respond "No" the allocation of such facility in this specific area is important but it does not exist in the space. But when, responded, "Not applicable" there is no toilet and no need to allocate public toilet in the site. Question number 7.4.1 and 7.4.2 are related to this seeking depth information on the same.

7.4.1 If yes, rate SUFFICIENCY of PUBLIC TOILET in the OPS. Follow the hints next to each of the response for accuracy.

- O. Sufficient (ladies /Menno queues)
- O. Not Sufficient (queues)

7.4.2 If yes, rate the CONDITION of the PUBLIC TOILET in the OPS. Follow the hints next to each of the response for accuracy.

- O. Poor (unclean, broken, no water)
- O. Moderate
- O. Good (enough stalls and water)

7.5 Does any SIGNAGE EXIST in the OPS? "Yes" or "No"
7.5.1 If yes, rate the CONDITION of the SIGNAGE in the OPS. Follow the hints next to each of the response for accuracy.
- O. Poor (old, damaged and unclear to see information)
- O. Moderate (deliver the information well)
- O. Good (clearly seen, clean and well maintained)

7.6. Does any water FOUNTAIN and or TAP exist in the OPS? "YES" or "NO". FOUNTAIN is an ornamented structure one or more jet of water is pumped into the air. When water tap is a device by which water flow through. Either of the two facility's information can be used for this question. When both are available consider giving priority for water tap.

7.6.1 If yes, rate SUFFICIENCY of the fountain and or tap SUFFICIENCY in the OPS. Follow the hints next to each of the response for accuracy.
- O. Sufficient (no queue)
- O. Not Sufficient (queue at water tap)

7.6.2 If yes, rate the CONDITION of the fountain or TAP in the OPS
- O. Poor (water tap/fountain not functioning)

O. Moderate (functioning but sporadically)

O. Good (well-functioning and plenty of water)

7.7. Does any type of drainage DITCHES exist in the OPS? "Yes" or "No" or, "Partially". Ditch is a narrow channel dug in the ground, typically used for drainage alongside a road or the edge of a field.it can be constructed using concert, stone, brick or pre fabrics. This is a leading type question. Information related to the condition and sufficiency of this facility will be gathered using the following two questions.

7.7.1 If yes, rate SUFFICIENCY of the drainage DITCHES in the OPS

O. Sufficient (well-functioning)

O. Not Sufficient (not enough drainage, not cleaned)

7.7.2 If yes, rate the CONDITION of the drainage DITCHES in the OPS

O. Poor (needs major repair or cleaning)

O. Moderate (functioning, but needs a bit of cleaning or repair)

O. Good (well maintained, clean and functioning)

7.8. Does any ARTIFICIAL SHADE exist in the specific open space? "Yes" or "No" or "Not Applicable". Artificial shade is a manmade cover constructed with light materials on public spaces, especially with a fancy cover of the roof and no wall to provide a harsh sun protection for users.

7.8.1 If yes, rate SUFFICIENCY of the ARTIFICIAL SHADE in OPS. Follow the hints next to each of the response for accuracy.

O. Sufficient (plenty of shade for all using the space)

O. Not Sufficient (not plenty of shade for using the space)

7.8.2 If yes, rate the CONDITION of ARTIFICIAL SHADE in the OPS. Follow the hints next to each of the response for accuracy.

O. Poor (broken, needs repair)

O. Moderate (partially broken and needing repair)

O. Good (well-functioning and in good condition)

7.9. Does any VEHICULAR PARKING exist in the OPS? "Yes" or "No" or "Not Applicable". Vehicular parking lot could be defined as an area designated to park motorized vehicles of any scale.

7.9.1 If yes, rate SUFFICIENCY of the VEHICULAR PARKING in the OPS. Follow the hints next to each of the response for accuracy.

O. Sufficient (all motorized vehicles park the parking space)

O. Not Sufficient (motorized vehicles parked outside of designated parking area)

7.9.2 If yes, rate the CONDITION of the VEHICULAR PARKING in the OPS. Follow the hints next to each of the response for accuracy.

O. Poor (poorly maintained parking lot, needs major maintenance)

O. Moderate (functioning well but needs minor maintenance)

O. Good (clean and well maintained)

7.10 Does any BICYCLE PARKING exist in the OPS? "Yes" or "No" A rack for parking bicycles, may be with shade or without shade.

7.10.1 If yes, rate the SUFFICIENCY of the BICYCLE PARKING in the OPS. Follow the hints next to each of the response for accuracy.

O. Sufficient (all bicycles are parked using parking rack)

O. Not Sufficient (bicycles parked exceeded the size of parking rack)

7.10.2 If yes, rate the CONDITION of the BICYCLE PARKING in the OPS. Follow the hints next to each of the response for accuracy.

O. Poor (when broken, damaged and not at the stage of use)

O. Moderate (can be used)

O. Good (maintained well)

7.11. Does any FIRE EMERGENCY facility exist in the OPS? "yes" or "No". The availability of fire hydrant can be considered as a fire emergency facility in the space.

7.11.2 If yes, rate the CONDITION of the FIRE EMERGENCY FACILITY in the OPS.

O. Poor (when broken, damaged and not at the stage of use)

O. Moderate (can be used)

O. Good (maintained well)

4.1.9. GREEN COVERAGE ASSESSMENTOPEN PUBLIC SPACE

GREEN COVERAGE PICTURE

Under this section, the pattern and availability of natural green elements will be traced. Mainly focus on the "tree coverage" and the availability of "urban agriculture". The exercise also seeks information related to the availability of grass and the maintenance and condition of it. The first activity to perform under this section is to take a picture of the natural green element.

8.0 Take the picture of the green element to represent well. Click on the blank area to take the picture of the area. The camera will turned on. Click on the camera, after taking the picture, click on the save if the picture is well presenting, and discard to take another picture. Once you click "save" the picture will be automatically saved on the assessment form.

8.1. Is the surface of the OPS COVERED with GRASS or VEGETATION? "Yes" or "No". This question is a leading question, whenever the answer is "yes" the 2 other question will displayed related to it.

8.1.1 If yes, rate the LEVEL of GRASS /VEGETATION COVERAGE?
    O Sufficient (grass and vegetation well maintained)
    O Not Sufficient (the majority or 2/3 of the soil is not covered with grass)

8.1.2 If yes, rate the CONDITION of the GRASS / VEGETATION COVERAGE in the OPS.
    O Poor (dried, more of muddy and poorly maintained)
    O Moderate (at least covered more than 50 percent of the land),
    O Good (well maintained, clean and green)

8.2. Does TREE COVERAGE exist in the open space? Yes or No. select "Yes "whenever trees exist in the space. Select "No" whenever trees do not exist. Whenever the answer is "yes" make sure you respond to the next two questions focusing on sufficiency and condition of trees.

8.2.1 If yes, rate SUFFICIENCY level of TREE COVERAGE
    O Sufficient (when the trees are well distributed and located as the needs of the users)
    O Not Sufficient (the number of trees and their distribution is minimum)

8.2.2 If yes, rate the CONDITION of TREE COVERAGE in the OPS.
    O Poor (when the trees are not well maintained, dry or)
    O Moderate (when the looks of the trees in the area are in a better condition)
    O Good (when the trees are well kept, maintained and have the natural color)

8.3. Does URBAN AGRICULTURE as activity exist in the open space? "Yes" or "No". If any urban activity exist in the area indicate or respond as "yes". Whenever the answer is "yes" two additional questions will appear to trace the related information in detail.

8.3.3 What type of plants are cultivated in the URBAN_AGRICULTURE activity?
    O Vegetable
    O Fruits
    O Tea or coffee plant
    O Flowers and trees for sale
    O Others, if the answer is "others" please specify on the blank space under about the exact type of urban agriculture activities

B. MARKET PLACES ASSESSMENT AND INVENTORY

Five of the sections for the market place assessments are designed to be similar with the public spaces assessment tool. All the sections written under on bold are to indicate the similarities. For all similar sections of the questionnaire, advised to refer the public space data collection manual on the sections' respective pages. However, the remaining sections for marketplaces assessment are completely different.

> ***Section 1: General identification of the site**
> Section 2: Operation assessment
> ***Section 3: Accessibility assessment**
> Section 4: Economy assessment
> Section 5: Use assessment
> ***Section 6: Facility assessment**
> ***Section 7: Comfort assessment**
> ***Section 8: Safety assessment (perception of safety)**
> Section 9: Environmental assessment
> Section 10: Social and cultural assessment
> Section 11: Clients and customer assessment
> Section B & C: Surveyor(s) detail and Interviewed person detail.

4.2.1. GENERAL IDENTIFICATION OF THE SITE-market place

Refer the public space data collection manual for the part from 1.1 to 1.8 of this section. For the remaining part or from 1.9 to 1.22 refer the information below since they are unique for the marketplace assessment.

1.9 Is there a management plan for the public Market? "Yes" or "no". The existing way of management or any plan for adjusting for future use can get a "yes" answer.

1.10 With the management plan, are there specific operational requirement the VENDOR must comply with? "Yes" or "no"

1.11 Is there a management COMMITTEE? "Yes" or "no"

1.12 Who is involved in the management COMMITTEE?

       o. National Government

       o. City/municipal government

       o. Merchants

       o. Others

1.12.1 If others, please specify

1.13 Gender, if the committee is from Merchants

       O. Men

       O. Women

1.14 Does the management COMMITTEE have sufficient capacity to implement the management plan? Interview a person in charge of the market place management, or committee member. "Yes" or "no"

1.15 Is there a maintenance plan in the place for the market? Interview a person in charge of the market place management, or committee member. "Yes" or "no"

1.16 Is there a sufficient capacity to implement the maintenance plan? Interview a person in charge of the market place management, or committee member. "Yes" or "no"

1.17 Who fund the Maintenance of the market? Seek for the sponsor of the maintained for the market pace

      O. National government

      O. City/municipal government

      O. Merchants

      O. Other

1.17.1 If OTHER, please specify

1.17.2 Who is responsible for the maintenance of the individual stalls? Interview a person in charge of the market place management, or committee member. If there is a manage team please select from below on the majority of the responsible group or individual.

      O. Vendor

      O. Marketplace owner

      O. Management committee

1.18 Is the market part of a wider municipal level management plan including other markets in the city or town? Interview a person in charge of the market place management, or committee member. "Yes" or "no"

1.19 Does the municipality have sufficient capacity to implement the municipal management plan? Interview a person in charge of the market place management, or committee member. "Yes" or "no"

1.20 Is there a national level management plan including markets in the city or town? Interview a person in charge of the market place management, or committee member. "Yes" or "no"

1.21 Does the national government have sufficient capacity to implement the national management plan? Interview a person in charge of the market place management, or committee member." Yes" or "no"

1.22 Type of Market by scale .Select the fictional scale of the market place. The scale of the market place can be identified based on the location, based on market customers or based on physical size of the market place.eg; if the market place is small and used only by the people living in the neighborhood it can be identified as a neighborhood level market place. If the market places customers are from any part of the city, the market place is a city level market place. When the customers are from the regional level, please respond to the question as a regional level market place.

      O. Neighborhood level market place

      O. City level market place

      O. Regional level Market place

4.2.2. OPERATIONS ASSESSMENT-market place

The purpose of this section is to gather clear information on how each market place are operating in the city, and the information will contribute in making policy adjustment if necessary. The section start by asking whether the market place is currently operational or not and continue in searching with different basic necessities. Products, lease type and distance to the markets are the main part of this section. All of the questions except the first has to be interviewed the administrators or vendors based on needs. The first question on this question can be responded by the data collection team.

2.1 Is the market currently operational? "Yes" or "no"

3.2 What are the opening hours? "Yes" or "no"

2.1.1 If not operational, what is the main reason(s) that have prevented the market from becoming operational?

O. Built form

O. Services connection

O. Management

O. Lack of economic demand

O. Other

2.1.2 If other, please specify

2.2 Is WATER connected to site? "Yes" or "no"

2.3 Is ELECTRICITY connected to site? "Yes" or "no"

2.4 Are there permanent VENDING STALL on site? "Yes" or "no"

2.5 Does the building comply with local BUILDING CODES? "Yes" or "no" . Whether the building full fills the entire requirement by the city authorized of planning or not?

2.6 Does the building have OCCUPANCY CERTIFICATE? "Yes" or "no" . ask for certification of government office to use the building as a market place.

2.7 What products are currently on sell? or expected to be sold(if not currently operational). Select one or more based on availability for sell. If the market place is operational, ask for the plan on what kind of products to be sold.

O. Animal

O. Antiques

O. Artisan products

O. Fresh produce

O. Fish

O. Flowers

O. Food Hall

O. Used products

O. Others

2.8 Are prices competitive to local area it or from other local markets? "Yes" or "no"

2.9 Percentage of stalls selling local product compared to import products. Interview the vendors on the percentage of their product ready for sell. Percentage based Comparison between the local products and imported products.

O. 0-20%

O. 21-40%

O. 41-60%

O. 61-80%

O. 81-100%

2.10 What type of local products on sell? Please specify briefly. Local products only, not imported from other cities or town.

2.11 How far do the majority of the VENDORS travel with the products to the market? Interview a multiple of vendors where they are live.

O. Up to 500 meters

O. Up to 1 kilometer

O. 1-5 kilometers

O. 5-10 kilometers

O. 10-20 kilometers

O. 20-30 kilometers

O. More than 30 kilometers

2.12 Number of current maintenance job? Or expected if the market is not operational

4.2.3. ACCESSIBILITY ASSESSMENT- market place

Refer the public space data collection manual for the part for 3.1 and from 5.4 to 3.3-3.10 of this section. For the remaining part or from 3.2 to 3.2.1 and from 3.11 to the end, since they are unique for the marketplace assessment, refer the information below.

3.2 What form of transport do the USERS of the market takes to get to the market. This question is specific on the use and means of transportation availability or use of customers to reach to the market place. Tick on one or more of the transportation means from below used by customers.

- O. Walking
- O. Bicycle
- O. Motorbike
- O. Private car
- O. Taxi
- O. Bus
- O. Other

3.2 What form of transport do the VENDORS of the market takes to get to the market. This question is specific on the use and means of transportation availability or use of vendors to reach to the market place. Tick on one or more of the transportation means from below used by vendors or merchants.

- O. Walking
- O. Bicycle
- O. Motorbike
- O. Private car
- O. Taxi
- O. Bus
- O. Other

3.2.1 If other, please specify

3.11 What TIME are DELIVERIES MADE? Every market has its uniqueness from the products on sell. The products in many case delivered from outside areas. The aim of this question is to search when the majority of the products delivered.

- O. Throughout the day
- O. Early morning (before 8 am)
- O. Morning (8 am to 11 am)
- O. Middle of the day (11 am -1 pm)
- O. Afternoon (1 pm-4 pm)
- O. Early evening (4 pm- 6 pm)
- O. Early evening (4 pm- 6 pm)
- O. Evening (after 6 pm)

3.12 Do DELIVERIES have an impact on connection into the SURROUNDING streets or blocked roads). If the streets are not designed well and the motorized traffic flow is high, there is a high chance the delivery vehicles could impact and effect on the flow of the cars. Verify this by, interviewing and considering your observations of the site during delivery hours.

- O. High (delivery vehicles have to wait in surrounding streets before being able to enter the market delivery area)
- O. Average (Delivery vehicles have to wait in surrounding streets before being able to enter the market but the impact on the traffic is low)
- O. Low (all delivery vehicles are accommodated in the delivery area of the market)

4.2.4. ECONOMY ASSESSMENT- market place

4.1 have Has selling an economic potentials? Assessment been done to assess the visibility of a Market in this location and the product that. Interview members of the market management or committee. "Yes" or "no"

4.2 How much revenue does the market generate annually interview members of the market management or committee. Write the amount by changing the current USD rates. If not please put the currency used.

4.3 How much are OPERATION and MAINTENANCE cost annually? Interview members of the market management or committee. Write the amount by changing the current USD rates. If not please put the currency used.

4.4 What is the stall vacancy rate? Interview members of the market management or committee

    O. 0-20%

    O. 21-40%

    O. 41-60%

    O. 61-80%

    O. 81-100%

4.5 If the market place is a formal market, does informal trading still occur? Interview members of the market management or committee

    O. Not at all

    O. Inside the formal market

    O. Outside or adjacent to the formal market

4.6 Do the VENDOR PAY for their stall? Interview members of the market management or committee "yes" or "no"

4.6.1 If the vendors play fee, are they formalized through a licensed agreement? Interview members of the market management or committee. "Yes" or "no"

4.6.2 How much do VENDORS typically pay monthly? Interview members of the market management or committee.

4.6.3 What or who determines the stall rental rate? Interview members of the market management or committee

    O. Customers

    O. Government determined rates

    O. Marketplace owner determine the rates

    O. Management committee

    O. Negotiated rates with vendors

    O. Others

4.6.4 Are stalls leased on a permanent or casual basis? Interview members of the market management or committee

    O. Casual

    O. Permanent

4.6.5 How long is the term of the lease on the stall interview members of the market management or committee?

    O. Weekly

    O. Monthly

    O. Yearly

    O. Other

4.6.5.1 If others, please specify interview members of the market management or committee

4.6.6 How frequent are the rental rates updated? Interview members of the market management or committee. Why marketplaces are dynamic all the time is because everyone is calculating price in terms of daily activities and rental rates could be one factor for the dynamic of the market places. Interview the merchants or the administration of the market place.

    O. Every 3 months

O. Every 6 months

O. Every 1 year

O. Others

4.6.6.1 If others, please specify interview members of the market management or committee

4.6.7 Do vendors pay a BOND which is held until the end of their lease period, typically how much? Interview members of the market management or committee

4.6.8 Do vendors pay taxes in addition to lease fees? Put calculating based on percentage (%) of the total fee. Interview the merchants or administrators of the market place.

4.7 How much is the percentage (%) of VENDORS self-funded start up? interview members of the market management or committee.

O. 0-20%

O. 21-40%

O. 41-60%

O. 61-80%

O. 81-100%

O. More than 100%

4.2.5. USE ASSESSMENT-market place

Refer the public space data collection manual for the part from 5.1 to 5.2 and 5.4 to 5.4.13 of this section. For the remaining part or for 5.3 and 5.5 since they are unique for the marketplace assessment, refer the information below.

5.3 Frequency of USE of the market. Many markets are open for users ever when it is not true for some. You are advised to interview the user, administrators or vendors on the frequency or opening dates of the market place.

O. Once a week

O. Once a month

O. Once a year

O. Every day

O. Twice a week

O. Twice month

5.5 who are the visitors of the market? Or users of the market? The aim of this question is to search who the users of the marketplace are. Respond based on the majority. If the customers are tourist, respond tourist, if others tick on the respective group.

O. Local business

O. Local residents

O. Regional residents

O. National residents

O. Tourists

O. Others

5.5.1 If others, please specify

4.2.6. FACILITY ASSESSMENT- market place

Refer the public space data collection manual for the part from 6.4 to 13. of this section. For the remaining part or from 6.1 to 6.4 as well as 6.13-6.14 are unique for the marketplace assessment. And refer the information below.

6.1 Is the MARKET covered? "Yes" or "no", the aim of this question is to search whether the marketplace is open air market or is an established market having a building. If the answer is "yes" please specify the materials used to construct the market place.

6.1.1 If yes, please specify the construction material

       O. Timber

       O. Concrete

       O. Steel

       O. Others

6.1.2 If others, please specify the type of the material used

6.2 Are architectural drawings showing internal stall layouts and location of facilities (toilets, delivery area etc.)?"Yes" or "no"

6.3 Are architectural drawings that show the surrounding context and adjacent land-use available? "Yes" or "no", interview the management of the market place for this question, whether the building has drawings done by professionals or not.

6.14 Can a fire truck gain access INTO the market ground encase of fire? "yes" or "no"

6.14 How long would it take for the local fire response team to get to the market in typical traffic ? How long would it take to reach for the firefighters from their station to this market place.

       O. less than 5 minutes

       O. 6 to 10 minutes

       O. 11-15 minutes

       O. 16-20 minutes

       O. 21-30 minutes

       O. more than 30 minutes

4.2.7. COMFORT ASSESSMENT-market place

       Refer the public space data collection manual for this section on the respective section.

8. SAFETY ASSESSMENT-market place

Refer the public space data collection manual for the part from 8.1 to 8.7 of this section. For the remaining part or from 8.8-8.10 refer the information below.

8.8 What kind of conflicts typically emerges typically in the market place? Different markets have different culture of conflicts, especially in the informal market. You are recommended to interview this section to gather information on the shape of the conflict happening on the market. Please select on one or more of the character of the conflicts form the list under.

       O. Conflicts between vendors

       O. Conflicts between vendors and clients

       O. Conflicts between vendors and security forces

       O. Conflicts between vendors and government officials

       O. No conflicts at all

       O. Other

8.8.1 If others, please specify

8.8.1 If others, please specify

8.8.2 How are conflicts mostly settled in the market place? You are advised to interview this question on how violence are settled.

       O. Use of violence

       O. Mediation by third party. If yes please specify by whom

O. Mediation by third party. If yes please specify by whom

Others

8.8.3.1 If others, please specify

8.9 Do conflicts in the marketplace have negative effects on the business of vendors? "Yes" or " no"

8.10 Do vendors face negative encounters or interactions with security forces and government officials? "Yes" or "no". The relation or interactions of the vendors with the security force of the government. Interview the venders for this question.

4.2.9. ENVIRONMENT ASSESSMENT-market place

This section deals about the chance the environmental risk to occur on the area mainly natural disaster.it has also aim on how frequent and what type of natural disaster occur on the area. Besides that it also deals on environmental pollution created by human activities let's say garbage disposal activities on market places and public spaces and the removal or management of it.

9.1 Risk of damage from natural disaster?

O. Earthquakes

O. Volcanic eruptions

O. Floods

O. Tsunami

O. Cyclone

O. Tornado

O. Wildfire

O. Others

9.1.1 If others, please specify

9.2 What frequency is it at risk from natural disaster? Please respond on the intervals to occur the natural disaster.

O. Weekly

O. Monthly

O. Yearly

O. Others

9.2.1 If Others, please specify

9.3 Does any garbage get disposed/ dumped in and around the market space (not in garbage bins provided)?

If there is dumped garbage, please answer "yes" while not "no"

9.3.1 If yes, what is the level of disposed garbage?

Bad

O. Very bad

O. Extremely bad

9.3.2 recycling does activities)

Any recycling of waste from the market occurs on a regular basis? "Yes" or "no"

9.3.3. If yes, who carries out these recycling activities?

O. Mainly women

O. Mainly women

O. Mainly children and youth

O. Mainly men

9.3.4 If yes, what form of recycling takes place?

O. Composting

        O. Fodder for animals

        O. Plastics

        O. Glass

        O. Metals

        O. Electronics

9.4 Is there a waste removal system? "Yes" or "no"

9.4.1 How often is the WASTE removed?

        O. Once a day

        O. Twice a day

        O. Once every two weeks

        O. Once a week

        O. Others

9.4.1.1 If others, please specify

9.4.1.2 Is the WASTE removal system at sufficient frequency? "Yes" or "no"

9.4.1.3 Who is responsible for the WASTE removal?

        O. Local government

        O. National Government

        O. Private contractors

        O. Community Group

        O. Others

9.4.1.4 If Others, please specify

4.2.10. SOCIAL & CULTURAL ASSESSMENT-market place

The availability of different facilities in the market has a power to influence the culture and social mix between the vendors and also with the vendors and community. Bearing this in mind this section has an aim to gather information related to elements that could influence the social structure and culture within the marketplace.

10.1 What additional services are available for vendors within the market? Select one or more under for based on the availability.

        O. Child care

        O. Showers

        O. Canteen

        O. Theater

        O. Any locked storage

        O. Security

        O. Other

10.1.1 If other, please specify briefly

10.2 What other ADDITIONAL SERVICES are available for vendors within the adjacent area?

        O. Accommodations

        O. Child care

        O. Area of religious practice

        O. Other

10.2.1 If others, Please specify

10.3 What is the degree of familiarity between different vendors in the market?

O. Very familiar

O. Familiar

O. Slightly familiar

O. Not familiar at all

10.4 What is the degree of familiarity between the vendors and their clients?

O. Very familiar

O. Familiar

O. Slightly familiar

O. Not familiar at all

10.5 How important are social relations for choosing to sell in this specific market?

O. Very important

O. Rather important

O. Not important

O. Not familiar at all

10.6 Does the market have a distinct ethnic, religious, tribal or cultural identity?"yes" or "no"

10.7 Is the marketplace seen as a HISTORICALLY important space or building by the public?

O. By the public

O. By the local authorities

10.8 When a new vendor joins the market, is his social and economic position weaker than that of other vendors. "Yes" or "no"

10.9 What have the past users of the spaces or buildings been? Interview the local on the history of the function of the building and specify.

O. Always been a market place

O. Others

10.9.1 If others, please specify

10.10 Is the marketplace seen as a tourism attraction? "Yes" or "no"

10.11 Where is it advertised?

10.12 Are there SAVING group in the market? "Yes" or "no"

4.2.11. CLIENTS AND CUSTOMERS SURVEY

The aim of this section is to gather information related to the customers and clients satisfaction. Their satisfaction on the market place layout, function, safety or affordability of products...

11.1 Why do customers choose to shop at this specific market? The customer's reasons behind for using the market place again and again. Select one from under based on the response from the market's customer or client.

O. Quality of products

O. Proximity to place of work/ residence

O. Social relations

O. Competitive prices

O. No other markets available

O. Habit

O. Other

11.1.1 If other, please specify

11.2 Do customers also attend other markets? "Yes" or "no"

11.3 What overall ranking does consumer give to the market? (From 1 to 10, where 1 is lowest and 1o is highest ranking) the higher mark, it indicates the marketplace is preferred by the customers. The les the mark given from the list to indicate customer's satisfaction related to the market place.

> O. 1-2
>
> O. 3-4
>
> O. 4-5
>
> O. 5-6
>
> O. 7-8
>
> O. 9-10

11.4 Do customers feel safe in the market during the day? The merchant might feel safe being in this place but the customers might not be. Or vice versa, please interview the customers of the market place related to safety perception during day hours.

> O. Yes, at all time
>
> O. Most of the time
>
> O. No

11.5 Do customers feel safe in the market during the night? The merchant might feel safe being in this place but the customers might not be. Or vice versa, please interview the customers of the market place related to safety perception during Night hours.

> O. Yes, at all time
>
> O. Most of the time
>
> O. No

11.6 Do customers redistribute the good purchased in the market on a commercial or non-commercial basis? "Yes" or "no"

B. SURVEYOR (S) DETAILS

The goal of this section is to seek information on the data collection team. Please make sure all the team members are presented.

B.1 data collector 1 (student)

B.2 Gender

> Female or Male

B.3 Data collector 2 (Data collector from the ward)

B.2.1 Gender

> Female or Male

C. INTERVIEWED PERSON DETAIL

The interviewed person detail is important, the data collectors advised to interview in different sites different age and different genders to hear the voice of different citizens. It's also recommended to interview a person with disability if he or she is using the space you are inventorying.

C.1 is the interviewed person a physically challenged person (person with disabilities)? Whenever you see a person with disabilities in the OPS, Please give priority to interview. "Yes" or "no"

C.2 Interviewed person Age: What is the age of the interviewed person?

> O. 5-15
>
> O. 16-24
>
> O. 25-30
>
> O. 31-40
>
> O. 41-50
>
> O. 51-59
>
> O. 60+

C.3 Interviewed gender select Boy or Girl when the interviewed person age is less than 24 years

O. Boy (0-15)

O. Girl (0-15)

O. Woman

O. Man

5.0. STEP 4 | HOW TO ANALYZE THE DATA ASSESSED USING GIS.

After the assessment and inventory completed (all or portion of the inventory), the GIS updating team can start working on updating the GIS file based on the inventory data. Follow the steps under.

DRAWING POLYGONS IN GOOGLE EARTH

1. Open kobo toolbox server, Download kobo toolbox data as KMZ format
2. Open Google Earth to draw polygon

    1. Add the KMZ data downloaded from Kobo toolbox by dragging it into Google Earth or opening it using Google earth. All the GPS points will appear on the google earth.

    2. Zoom to the GPS points appeared on the google earth and draw a polygon shape based on the sketched map on the hard copy from the field. Or in the upper part of the left hand panel under "*Search*," click in the *Search box*. Type in the place you're looking for and click search, or zoom to the site if known.

    3. On the Left Panel under my places, Right clicks and adds New Folder. Enter the properties as desired.

    4. With the folder highlighted, Click the add **polygon tool** or click **Add**, then Add polygon (**CTRL+SHIFT+G**), The New Polygon dialog box appears and the cursor changes to a square drawing tool. Enter the properties for your drawing just as you would for any other type of places data. **Hint:** Change the style color (Style, Color tab) for the line or polygon from the default white to better visualize the shape you're about to try.

    5. Click and drag on an open space around a KMZ point previously added. Do not close the dialog box until you finish the polygon then press OK. Repeat the same for all polygons.

EXPORT KML FILE FROM GOOGLE EARTH
1. Right click on the Folder that was created and **Save place as**
2. BROWSE to the desired destination in your computer, Type the desired filename and Select **as KML.**

ADDING THE POLYGONS IN QGIS

1. In QGIS, Add **Vector Data** and under Browse, set files of type to "Keyhole Markup Language **(KML)**"
2. Browse to the KML that you want to import, and then click Open
3. Save the objects imported from KML to a Shape file (or other format) for future use.

ADDING THE POLYGONS IN ARCGIS

1. In ARCGIS, Click on **Geo processing-Arc toolbox**
2. Under Conversion tool, click From **KMLKML to Layer**
3. A dialog box will open
   *Under **Input File,*** Browse to the KML that you want to import, then click Open.
   *Under **Output File***, Browse to the desired location where you want the file to be saved.
4. Save the shape file for future use.

CODING THE POLYGONS IN QGIS

In the same mxd file used to add the polygons

1. In the Create a Layer from a Delimited Text File dialog, click on Browse and specify the path to the **CSV file**.
2. In the File format section, select Custom delimiters and check Tab. The Geometry definition section will be auto-populated. Click OK.
3. Select a coordinate reference system. Click OK.
4. Go to the menu item **View Toolbars**.
5. Ensure that the **Label** item has a check mark next to it. If it doesn't, click on the *Label* item, and it will be activated.
6. Click on the **places** layer in the **Layers list**, so that it is highlighted.
7. Click on the following toolbar button: This gives you the *Layer labeling settings* dialog.
8. Check the box next to **Label this layer with** set **PS.ID (Kobo code).**Click OK.

In the polygon layer,

1. Open the attributes table Add a new column in the editor tab, Name the column as CODE and set the type. Click OK
2. Zoom to each polygon and insert the set **PS.ID (Kobo code)** in the CODE column. Do this for all polygons. Save edits frequently not to lose data.

JOINING THE CSV FILE AND THE POLYGONS

1. In the polygon layer, navigate to **layer properties-Joins.**
2. Input the Join layer as the **CSV FILE.** The Join Field at **CODE** and the target field as **PS.ID (Kobo code).** Click OK.

3. ALL the data will be added to the polygon layer. Right click on the layer, go to ***Attributes Table*** to check all the data.

CODING THE POLYGONS IN ARCGIS

In the same mxd file used to add the polygons,

1. Click on Add data
2. Browse to the ***CSV FILE*** downloaded from Kobo toolbox, then click **add**
3. Right Click on the file and select ***Display XY data.***

   · In the ***X Field*** input the Location ***Longitude***
   · In the ***Y Field*** input the Location ***Latitude***
   · Set the Coordinate System then press OK
4. Right Click on the added events feature (point feature), go to ***Properties-Labels***
   · Set the Label field at **PS.ID (Kobo code)** and press OK.

In the Polygons layer,

1. Right click on the layer, go to edit features start editing
2. Right click on the layer, go to ***Attributes Table***
3. In the top left drop down menu, find ***add field***
4. Name the field as **CODE,** type as **Text** or as desired then press **OK.**
5. Right click on the 1ˢᵗ polygon, and then zoom to layer, the code that is within the polygon, type it under the column **CODE.**
6. Do this for all polygons. Save edits frequently not to lose data

JOINING THE CSV FILE AND THE POLYGONS

1. Right click on the polygon layer; go to **Joins and Relates Join.**
2. Select **CODE** for the polygon layer and PS.ID (**Kobo Code**) for the **CSV file** then click OK.
3. ALL the data will be added to the polygon layer. Right click on the layer; go to ***Attributes Table*** to check all the data.

5.1 ANALYSIS USING KOBO ANALYZER

This analysis is highly recommended after finalizing the data collection and the data cleaning of the assessment and inventory. This analysis is uses excel pre coded analysis, only a miner configuration is needed to start using it. Simple and easy to use.

1. Sign In to kobo toolbox using the username and password.
   URL:**https://kobo.humanitarianresponse.info/accounts/login/?next=/**

   Username: **surveyor**
   Password: **ward**

2. After signed in, click on "project" on the left side of the screen, the list of projects will appear on the screen.

3. Select or click on the title of the project

Projects	Active	Shared By	Date Created	Last Modified	Submissions
Open Public Space (OPS) Audit 2015-KENYA Open Public Space (OPS) Audit 2015-KENYA	✔		Sept. 23, 2015	Feb. 18, 2016	4,084
INVENTORY AND ASSESSMENT (OPS) Audit 000001 INVENTORY AND ASSESSMENT (OPS) Audit 000001	✔		June 15, 2015	July 20, 2015	226
WORKSHOP DAY ONLY (OPS) Audit 0000001 DO not use for inventory and assessment (OPS) Audit 0000001	✔		June 09, 2015	June 12, 2015	8
Open Public Space (OPS) Audit 2015-JOHANNESBURG Open Public Space (OPS) Audit 2015-JOHANNESBURG	✔		Nov. 23, 2015	Nov. 24, 2015	1

4. On the next screen, click on "download data", select "excel analyzer"

5. Excel analyzer download page appears, make sure the data you are about to download is a recent data. In not click to refresh on the table sowing under.

6. Click on the title of the project to download the excel analyzer. Open the downloaded excel file.

● On the left bottom of the excel file, click on configuration page

- On the main setting click survey language and change it to "Default"
- From translation for graphic elements, copy the whole column data under "English", to copy; select+ control +c
- Select the whole column under "default" and paste. To paste; select+" control + v"

7. To clean the data collected, it is advised to remove the wrong data received from the "excel data analyzer"; to do so; from the bottom of the "excel data analyzer" Open "unclean data" sheet, select horizontally the data needed to remove from list. Repeat selecting and deleting the unwanted data from the list until managed to finish. After finishing the cleaning data, recommended to save the file with unique name.

8. After the configuration completed and cleanup is done, start the analysis based on the major elements of your by selecting the preference analysis under the bottom of the excel analyzer sheet.

For example; click "UNIQUE" at the bottom of the excel analyzer sheet,
Click on the red blank space on the left right, next to the question. Select the question you want to analyze from the list.

The analysis will automatically display on the excel analyzer sheet based on the selection of the question. The graph or chart type can be edited by clicking on the top right of the sheet "form".

4.2 (Minimum) list of map based on the assessed and inventoried data.

It is essential and recommended to produce a map for all the data collected under each questions for depth analysis of the project. But when time and resource limit the process it is recommended at least to analyses the data using the following (minimum output expected);

1. Green space per capita map showing the whole of the city divided by different administration unit with the respective green per capita of each sub division.
2. Green per capita per ward
3. Percentage of land allocated for OPS sub county and wards.
4. Accessibility (buffer zone) map, 400 meter radius buffer zone and 1000 meter radius buffer zone.
5. Map showing accessibility (in terms of management)
6. Map showing different Users group, based on the graphs.
7. Open space with walking distance measured in time per each sub county in one map
8. Map showing the density of the population of the cities ward and the density of OPSs use
9. Map showing all the designated public spaces, total land allocated
10. "Public spaces and public transport" (current and future situation)
11. Map showing the slum and the total population and OPSs for respective areas.
12. Map showing the area of flood risks OPSs overlaying the flood risk and problem of the city.
13. Map showing the OPS connected or in 5 minutes to the new BRT and LRT lines as well as Matatu lines.
14. Map showing the OPS which are in 10 minutes' walk to Matatu, BRT and LRT lines/routes.
15. Map showing all the, civic centers, libraries, hospitals, clinics, schools (kindergarten, elementary, high school), universities, etc. (with the Open Public Spaces)
16. Map showing Main open public spaces in the city (major OPSs)
17. Public space by size:

A. Map showing the different size of public spaces: 1st map OPSs by size: legend
                <100m2
                100199 m2
                200399 m2
                400599 m2
                600799 m2
                800999m2
                1000m22500m2
                2500m25000m2
                5000+m2

B. Map showing the different size of public spaces: 2nd map OPSs by size: legend

                400599 m2
                600799 m2
                800999m2
                1000m22500m2
                2500m25000m2
                5000+m2

18. Map indicating all Golf clubs, the total land allocated for Golf clubs,
19. Average Open public space size in Nairobi
20. Map showing OPSs with a high threat of grabbing *
21. Number of trees in public spaces in the city *[1]
22. Open public spaces in slum neighborhood, size, and distribution average size, percentage,

23. Map showing (Categorizing the whole data into 3 main groups)

      a.   Public spaces (OPEN)
      b.   Semipublic spaces (OPEN)
      c.   Semi private spaces (OPEN)

24. Map all OPSs typologies in one map

25. Map both green and paved OPSs which are Public space in one map

26. Map possible future open public spaces.

6.0. REFERENCES
7.0. APPENDICES

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Safety Walk

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Guidance Note

Overview

The Safety Walk (SW) is a walk performed by women through a familiar part of their city to help identify factors that make them feel safe and unsafe. It is part of a rapid situational assessment that will provide crucial information to Plan COs and partners about how women perceive their city in terms of their safety and inclusion. It will provide detailed information about how women view specific sites within each of the five cities. As part of this tool, women will formulate recommendations for making improvements in the communities; these recommendations can be used to inform future programming.

The women safety walk is adapted from a women's safety audit, which is a complex, lengthy process that spans over a longer period of time. For the purpose of the rapid situational assessment phase, the main focus is going to be on the safety walk itself.

Goals of the Women's Safety Walk

- Gather specific qualitative and quantitative data about the barriers to women's safety in public spaces considering both the built and social environment
- Gain an understanding of how women's experience their spaces
- Identify necessary of areas of change

Why is this tool useful?

The SW is useful because it provides qualitative data on how a woman experiences her own city, as well as quantitative data on the factors that are most important in defining a women's sense of safety and inclusion. It allows her to document her experiences and opinions, and provides a wide variety of information about the various factors involved in producing a safe or unsafe environment, which can be infrastructural, social, or based on policing. It will provide a snapshot of the specific factors in the both the built and social environment that contribute to or hinder women's sense of safety and inclusion in particular spaces.

Action: A small group of women and girls, who are regular users of an urban space (e.g. a neighborhood, bus stop, university campus, market or factory areas), together with consultant and partner organizations and possibly / decision makers3, conduct a walk through that space to identify the factors that make them feel safe/ unsafe. Locations for safety walks can include:

- ✓ Urban neighborhoods
- ✓ Workplaces e.g. market places and factories
- ✓ Educational establishments e.g. universities
- ✓ Communal latrines and washing facilities
- ✓ Social spaces e.g. community centres, clubs, parks
- ✓ Streets and footpaths
- ✓ Buildings
- ✓ Public transport routes, including bus and taxi stops and stations

Who to Involve: Local women experts, duty bearers, staff from Consultant team offices, partners and allies, Groups conducting the safety walk should have between 3-8 participants. A number of safety walks may be planned to cover the range of issues raised in the interviews and focus groups discussions (FGDs).

How to do it: There are six – seven key steps involved in a safety walk including planning and capacity building, carrying out the walk itself, as well as discussion and plans for follow-up. Key steps are outlined below.

Time Needed for the Safety Walk: The Safety Walk should take about 2 - 3.5 hours, including:

• ½ to 1 hour to discuss the safety audit and decide on the location

• 1-1 ½ hours to do the audit

• ½ to 1 hour to discuss the findings and plan to write the recommendations.

Total: 2 hours -3 ½ hours

More time should be allocated for all the steps of the women's safety audit process when working with women with disabilities, elderly women .

Safety walks are generally conducted after dark as this is the time when women/ girls usually feel most insecure in urban spaces (Jagori, WICI, Cowichan Women Against Violence Society). However, it may also be useful to undertake the walk at other times of the day and to map differences with women/ girls safety concerns in the evening/ night. For the evening audit, it would be ideal to start just before it gets dark, as the team can make observations while walking along the audit route before dark and then trace back the route after dark to map the functioning of the streetlights and the differences in the usage of space by women and men before and after dark.

STEPS for the Women's Safety Audit Process

STEP ONE: Rapid situational analysis of the essential services in the community

STEP TWO: Interviews with key service providers to understand the perspective of the service providers

STEP THREE: Focus group discussions with diverse groups of women, men, girls and boys to understand how the specific gender service gaps affect different people

STEP FOUR: In-depth interviews with community women and girls to gain insights into the different aspects of marginalization and accessibility issues

STEP FIVE: The safety audit walks to observe the dimensions of safety and the different forms of harassment faced by women and girls while accessing the essential services

STEP SIX: Community members work with the local government to address issues related to essential services, so as to make communities safer for women and girls and in doing so, increase safety for all residents of the community

A Women's Safety Audit (WSA) is a participatory tool that is used for collecting and assessing information about perceptions of safety in public spaces. It is a process that brings people together to walk through a physical environment, evaluate how safe it feels and identify ways to make it safer.

Background

- Introduction about Public Space and women and Girl's safety in cities especially in Arab States
- City-Wide Public Space Inventory and Assessment
- Objectives of the assessment of public space
- Spatial scope and thematic focus

Introduction

- The city at a glance :
    - Geographical location
    - Statistical data
        - o Population 2019, Expected population in 2030
        - o Population growth rate
        - o Population Density
        - o Percentage of residence with incomes below poverty line
        - o Built-up land area
        - o Administrative boundary area
        - o Urban Foot print (urban growth) from year 1967 – 2019
    - Historical perspective of public space in this specific city + Old Photos
    - Case for safety for women and girls in the specific city
- City Potential and Challenges

Existing Plans/Policies and Governance Structure

- Legal and policy framework review on public space and safety
- Masters plan vision and development areas explanation: Transport, Housing, Environmental protection, Industry, Development, Recreational centers and others .
- Land use plan
- Areas in the approved Master Plan
    - Total Area covered : open public spaces , markets , public facilities and its percentage of the total urban footprint
    - Area Covered by Open Public Space
    - Table of Open Public Spaces sectioned into (Typology , Area, Number)
    - Area Covered by Public Facilities
    - Table of Open Public Facilities sectioned into (Typology , Area, Number)

- Area covered by Markets
- Table of Open Public Spaces sectioned into (Typology , Area, Number)

Methodology

- Data Collection :
  - GPS Points Collected per administrative boundary or neighborhood
  - Total number of public spaces with data
- Data Clean-Up and Validation

ANALYSIS: Data for a safe city for women and girls

- Introduction
  - Overall share of land that is public space (streets and open public spaces)
  - Per capita green areas and open public spaces projected to 2030
- Streets as public spaces
  - Importance of ensuring safe streets for women and girls
  - Streets patterns of the city (Main roads, secondary , tertiary roads)
  - Percentage of land allocated to streets
  - Streets connectivity and accessibility to public spaces including intersection density
- Public Facilities in the city
- Green Public Spaces and Green Areas
- Open Public Spaces
- State of Public spaces in that City in relation to women and girls' safety
  - Formal and Informal Public Spaces
  - Scale of Public Spaces in the city : comparison between the total foot print of the city, total area of assessed public spaces
  - Typology, Area and number of assessed open public space
  - Distribution of Open Public Spaces in the city
  - Physical Facilities assessment
  - Ownership and Custodianship
  - Management of Public Spaces
  - Accessibility and Connectivity
  - Proximity Assessment

- Use and User Assessment
- Activities and Uses
- Comfort Assessment
- Women and Girls Experiencing the city
  - Safety Assessment
  - Safety walks/audits and mobility
  - Safety in public transport
  - Participation in economy

SUMMARY FINDINGS
- How Safe?
- How Inclusive?
- How Accessible?

WAY FORWARD
- Policy Recommendations
- Priority Public Spaces areas for improvement
- Spatial gap in public space provision

ENVISIONING: SPATIAL STRATEGY RECOMMENDATIONS
- Vision and Goals of the city
- Short, medium and long-term strategies   recommendations for safety in the city for women and girls