

## Guidance Note

### How to use the NEAT+ with KoBo Toolbox

The Nexus Environmental Assessment Tool (NEAT+) is a project-level environmental assessment/screening tool designed for humanitarian practitioners. The NEAT+ was developed under the *Coordination of Assessments for Environment in Humanitarian Action* ([Joint Initiative](#)).

The NEAT+ has undergone extensive revisions from desktop and field testing and is ready for further piloting and use by interested organisations. This guidance note details how organisations can use or test the NEAT+ using Kobo

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## 1. How to use the NEAT + online with KoBo Toolbox

### 1.1 General remarks:

KoBo is a free, secure online platform designed for humanitarian workers and endorsed by the United Nations Office for the Coordination of Humanitarian Affairs. For more details on the KoBo server, please visit this page:

<https://www.humanitarianresponse.info/en/applications/kobotoolbox>

Using the NEAT+ in KoBo will require the setup of a KoBo account and creation of KoBo projects. A KoBo project is where a particular KoBo questionnaire form is loaded, and any inputted data saved.

In KoBo, the NEAT + is divided in two modules, resulting in two forms into which the user can input data. The two modules are the 1) *Sensitivity Module*, which gives a snapshot of the environmental sensitivity of the area being assessed, and the 2) *Activities Module*, which provides the user with an analysis of the impact of the planned humanitarian activities on the environment, and mitigation tips.

Using the NEAT + with KoBo necessitates the following steps:

- 1/ collecting data through the KoBo platform using the two forms mentioned above;
- 2/ downloading the inputted data on the user's computer and;
- 3/ copying and pasting this data into a Microsoft Excel document that will generate the assessment report.

The KoBo forms for NEAT+ have been split into two separate projects to allow the same sensitivity entry to be used for activity submissions without the need for duplicate completion of the sensitivity questionnaire. The below instructions are for testing in the webform. If you would like to test on a mobile device or tablet, please consult **03.01 Guidance Note – collecting and uploading data in KoBo with mobile device or tablet**.

Using KoBo brings an added value to the NEAT+ as the platform gives the user the opportunity to add useful types of data such as photos and precise GPS coordinates of the location of the project. Moreover, KoBo can compile several analyses for one project, allowing a programme officer to gather inputs from different locations of the same project in one file, and to see the evolution of the situation over time.

For ease of testing Kobo and NEAT+ public KoBo projects for use by anyone have been developed.

**NOTE:** Users are encouraged to test the KoBo process with the demo version provided below **before** using the NEAT+ in operational contexts.

Using the NEAT+ with KoBo has several advantages over only using Excel, however the user needs to be familiar with the process and the tool to get the most benefit out of the functionalities of KoBo and the NEAT+.

## 1.2 Test the JEU demo version

Before using the NEAT + for operational purposes, users are encouraged to test the JEU's demo version, especially if they are not familiar with KoBo Toolbox.

**To test the NEAT+ with KoBo, you will need the following:**

- The data and forms of the demo version links provided below;
- **The “06.03 NEAT + (Kobo data entry)” document**, provided in the NEAT + toolkit (accessible and downloadable here: <https://www.eecentre.org/resources/neat/>);
- An active KoBo account (<https://kobo.humanitarianresponse.info>)

**NOTE:** Please only use the demo version for testing purposes and not to assess/screen real ongoing projects. Data inputted into the demo version is public and stored in the UNEP/OCHA Joint Environment Unit's KoBo account.

### Step-by-step process:

1. Log into your KoBo account. If you do not have a KoBo account, please create one on the platform (<https://kobo.humanitarianresponse.info>).

2. Complete the questionnaire in the KoBo form using the following data collection links (using the Chrome browser is recommended):

**NEAT+ environmental sensitivity module Demo Version in KoBo**

Questionnaire: <https://ee.humanitarianresponse.info/x/#k9psPugw>

**NEAT+ activity modules Demo Version in KoBo (Shelter, WASH and Food Security & Livelihoods)**

Questionnaire: <https://ee.humanitarianresponse.info/x/#Wrr1puuS>

You must complete the sensitivity questionnaire. The activity questionnaires are optional. You can select the language (French or English) of the form. Please note that the results will be in English. At the end of the questionnaire, please click “submit”. The submission of data can take up to 5 minutes depending on your internet connection.

**If you do not wish to fill in the questionnaire, the JEU has already inputted test data in this version. As an alternative, you can use this data to test the process. You can then skip this step and go directly to step 3 to download the data.**

3. Once the form has been successfully submitted, download the data from the KoBo server using the download data links below:

*Sensitivity Module Data Download:*

<https://kobo.humanitarianresponse.info/#/forms/aTdd8LXSXMwnHmz6K8zXxd/data/downloads>

*Activity Modules Data Download:*


<https://kobo.humanitarianresponse.info/#/forms/azi4nFhxTiPcdtzZv5nQJb/data/downloads>

You need to download the data in a specific format from the server to be compatible with the **06.03 NEAT + (Kobo data entry) Excel file:**

- Select type as “XLS” and “XML values and headers”.
- Do not check the “include groups in headers” box.
- Click “export”

- Once the project has been exported, click on the “download” sign on the right side

Exports

Type	Created	Language	Include Groups	Multiple Versions	
XLS	Today at 11:00 AM	XML	No	No	

- The downloaded data will appear in an Excel document. You can find it in the “downloads” folder of your computer. Open this document, select the whole dataset, and copy and paste it into the **06.03 NEAT+ (Kobo data entry) document**.

If you only downloaded the *Sensitivity Module* data, please copy and paste it into the second tab: “*Paste Kobo Sensitivity here*”;

If you also downloaded the Activity Modules Data, please copy and paste the data in the third tab: “*Paste Kobo activity here*”.

The data must be pasted into cell A1 of the tab.

- Once you have downloaded and copied the data correctly, you should be able to select the nickname of your project in the fourth tab of the **06.03 NEAT+ (Kobo data entry) document**: the *Select Project (KoBo)* tab. Confirm that the information displayed in the tab matches that of your inputted KoBo entry.

Please note: this test version is public, hence several lines of inputted data from previous testers might appear in the downloaded Excel document. This is why you will need to enter a specific nickname while filling in the form on KoBo and then select this nickname in the drop-down list of the *Select Project (KoBo)* tab in the **06.03 NEAT + (Kobo data entry) document**.

If you decided not to fill in the questionnaire and instead to use JEU’s test data, please select the nickname: **JEU demo version**

- View the results of the Sensitivity analysis in the eighth tab: *Sensitivity Summary*. View the results of the activity module in the ninth tab for Shelter, tenth tab for WASH and the eleventh tab for Food Security.  
It can take up to 5 minutes for the **06.03 NEAT + (Kobo data entry) document** to generate the analysis

Environmental Sensitivity Analysis		
Assessment of: Test Project 1		Date of Assessment: 12-Jul-18
Assessment completed by: Anthony Liew		Location: Barcelona
Organisation completing assessment: Joint Initiative		Country: Spain
Issues of High Concern	Issues of Medium Concern	Issues of Low Concern
The community may have low self-sufficiency. There may be a greater demand (and impact) on the local environment.	The community may not be socially cohesive. This can prevent collective action and lead to social conflict.	There is a high concentration and/or number of people. The potential environmental impact is greater.
The displaced population may have a poor understanding of local ecosystems. This makes it difficult to manage the environment effectively.	The displaced population may be in a state of high uncertainty. There may be a lack of incentive to practice sustainable behavior.	The community may have a high dependency on the natural environment. This can threaten livelihoods and social cohesion.
The displaced population may be in a state of high uncertainty. There may be a lack of incentive to practice sustainable behavior.	The community may be close to a protected/conservation area. There may be legal/social implications.	Indoor air pollution, caused by poor ventilation and cooking/heating, may be an issue.
There may be a weakened or poor governance system. There may be low capacity for environmental management.	There is low capacity to manage wastewater. Environmental sanitation and disease transmission may be an issue.	There is a risk of air pollution from nearby activities.
The environment has high biodiversity value. Vulnerable and/or rare flora and fauna may be at risk.	There is low capacity to manage sewage and fecal sludge. Environmental sanitation may be an issue.	The area may have poor slope stability. Landslides or mudslides may be a risk.
The community may be close to a protected/conservation area. There may be legal/social implications.	This area may be at risk of flooding.	This area may be at risk of soil erosion from water.
There are areas of high cultural significance. This can threaten social cohesion.		
The community is close to an international border. Transboundary resources management and/or pollution may be a concern.		
The environment has a low regenerative capacity. The effects of deforestation are more significant.		
The environment has a low regenerative capacity. The effects of land and soil degradation are more significant.		
The water resources may have a low regenerative capacity. Water scarcity may be an issue.		
The water sources may be vulnerable to contamination. Water quality may be an issue.		
This area may be at risk of soil erosion from wind.		
The area may have heightened exposure to climate-related risks and extreme weather events.		
Natural resources may be scarce and in high demand. This can lead to social conflict.		
There may be high and/or unsustainable rates of extraction of resources from the local environment.		

Figure 1: Example of an Environmental Sensitivity Analysis report

The NEAT+ Shelter/NFI Module Summary			
Shelter (Siting)			
Sensitivity Concern	Environmental Sensitivity	Potential Activity Impact	Potential Environmental Risk
<b>Key sensitivity concerns</b>			
The environment has high biodiversity value. Vulnerable and/or rare flora and fauna may be at risk.	High	Medium	Medium
<b>Other sensitivity concerns</b>			
The environment has a low regenerative capacity. The effects of deforestation are more significant.	High	High	High
The environment has a low regenerative capacity. The effects of land and soil degradation are more significant.	High	Low	Medium
The water sources may be vulnerable to contamination. Water quality may be an issue.	Medium	Medium	Medium
<b>Shelter (Design)</b>			
Sensitivity Concern	Environmental Sensitivity	Potential Activity Impact	Potential Environmental Risk
<b>Key sensitivity concerns</b>			
There may be high and/or unsustainable rates of extraction of resources from the local environment.	Low	High	Medium
<b>Other sensitivity concerns</b>			
The environment has a low regenerative capacity. The effects of deforestation are more significant.	High	High	High
Indoor air pollution, caused by poor ventilation and cooking/heating, may be an issue.	Low	High	Medium
There is a risk of air pollution from nearby activities.	Low	High	Medium
There is low capacity to manage solid waste. Environmental sanitation and disease transmission may be an issue.	Low	High	Medium
<b>Shelter (Materials)</b>			
Sensitivity Concern	Environmental Sensitivity	Potential Activity Impact	Potential Environmental Risk
<b>Key sensitivity concerns</b>			
The environment has fragile ecosystems. Loss of biodiversity may be an issue.	High	Sub-module not set	Sub-module not
The environment has a low regenerative capacity. The effects of deforestation are more significant.	High	Sub-module not set	Sub-module not
<b>Other sensitivity concerns</b>			
Disaster waste may be an issue. Disaster waste can pose public health risks, and impede relief or recovery activities.	High	Sub-module not set	Sub-module not
There may be high and/or unsustainable rates of extraction of resources from the local environment.	Low	Sub-module not set	Sub-module not

Figure 2: Example of an Activity impacts report

Mitigation tips associated with each issue of concern are also provided in the report, as seen in Figure 3 and 4.

Figure 3: Example of mitigation tips

Figure 4: Example of mitigation tips related to shelter activities



## 2. How to create your own project on KoBo and use the NEAT + in humanitarian contexts

You tested the NEAT + demo version and successfully generated the results? Congratulations, you are ready to go!

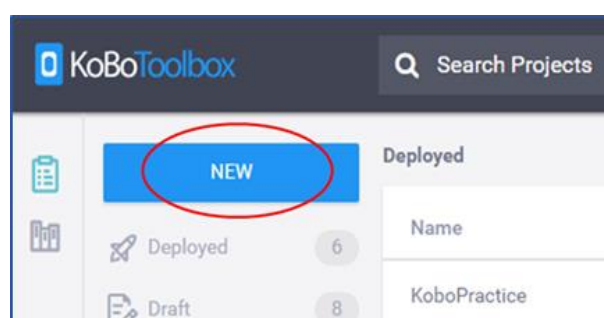
The process of using the NEAT+ in the field will be identical to the testing process, except for the fact that users need to create a project of their own on KoBo. This way, the inputted data will be stored on the user's own KoBo account and not be available to external audiences.

To use NEAT+ in the field, users need the following materials:

- An active KoBo account (<https://kobo.humanitarianresponse.info/accounts/register/>)
- The “06.01 NEAT Sensitivity KoBoXLS.xlsx” document, provided in the NEAT + Toolkit, accessible and downloadable here: <https://www.eecentre.org/resources/neat/>
- The “06.02 NEAT Activity KoBoXLS.xlsx” document, provided in the NEAT + Toolkit, accessible and downloadable here: <https://www.eecentre.org/resources/neat/>
- The 03.02 NEAT + images, provided in the NEAT + Toolkit, accessible and downloadable here: <https://www.eecentre.org/resources/neat/>
- The “06.03 NEAT + (Kobo data entry)”

### Step-By-Step process:

1. Create an account on the KoBo website:  
<https://kobo.humanitarianresponse.info/accounts/register/>  
Note that you may decide to use one organizational account for NEAT+ analysis in multiple field locations, alternatively share a deployed KoBo project with other users in your organization, who use their own KoBo accounts to fill in the data.
2. Login using your new account credentials to find your main projects page.
3. Click ‘NEW’ button to begin creating a new project:



### 2.1 For Sensitivity Module

4. Select ‘Upload an XLSForm’ and add the provided ‘06.01 NEAT Sensitivity KoBoXLS.xlsx’ (Step 1 of 2)  
Enter unique project details and select ‘CREATE PROJECT’ (Step 2 of 2)

## Step 1

Create project: Choose a source

Choose one of the options below to continue. You will be prompted to enter name and other details in further steps.

- Build from scratch
- Use a template
- Upload an XLSForm
- Import an XLSForm via URL

## Step 2

Create project: Project details

Project Name  
NEAT+

Description  
Camp Assessment

Please specify the country and the sector where this project will be deployed.

Sector  
Humanitarian - Coordination / I... x

Country  
Myanmar x

☐ Help KoboToolbox improve this product by sharing the sector and country where this project will be deployed. All the information is submitted anonymously, and will not include the project name or description listed above.

CREATE PROJECT

## 5. Uploading media (for sensitivity module only)

- To upload media to the form (important for aiding question responses on questions like soil type), download '**03.02 NEAT+ images.zip**', available in the NEAT + toolkit
- Extract NEAT images from zip file and save on your computer.
- Click on your project (now found under the deployed menu), and under 'SETTINGS', then 'Form Settings', click 'Add Document' to existing form files.
- Select all 28 .png images and 'Upload'. The files should now be visible on the settings page.
- Click "Save Changes" to complete.

Form Settings

Accept Submissions

YES

Existing Form Files

+ Add Document

## 2.2 For Activity Modules

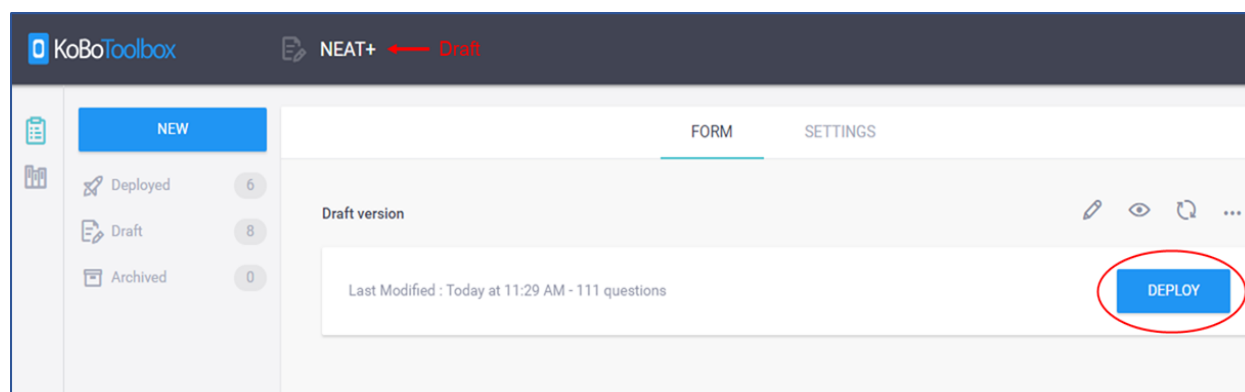
### 6. Follow steps above, except:

- Add the provided '**06.02 NEAT Activity KoBoXLS.xlsx**' document
- Enter new project details and select 'CREATE PROJECT'
- Do not upload media for the Activity modules



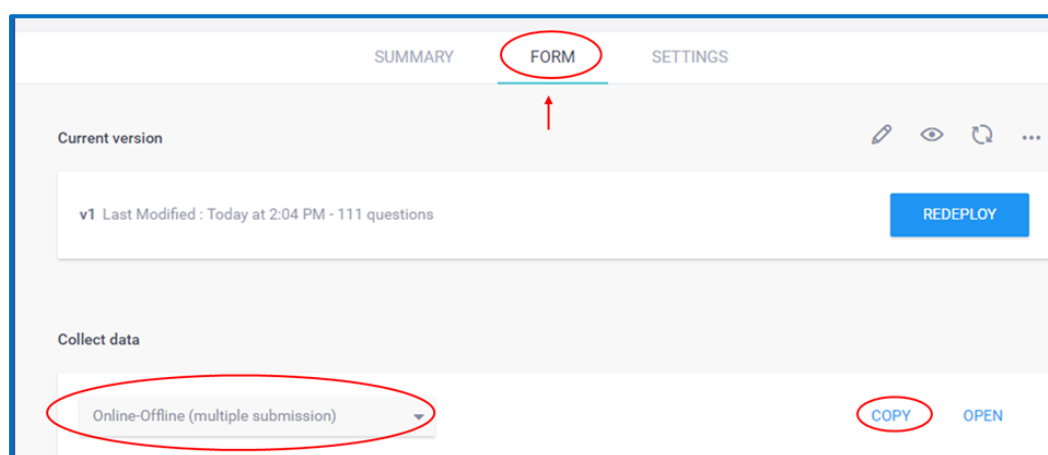
## 2.3 Deploying a project

- Click on your draft project, and then select 'DEPLOY':



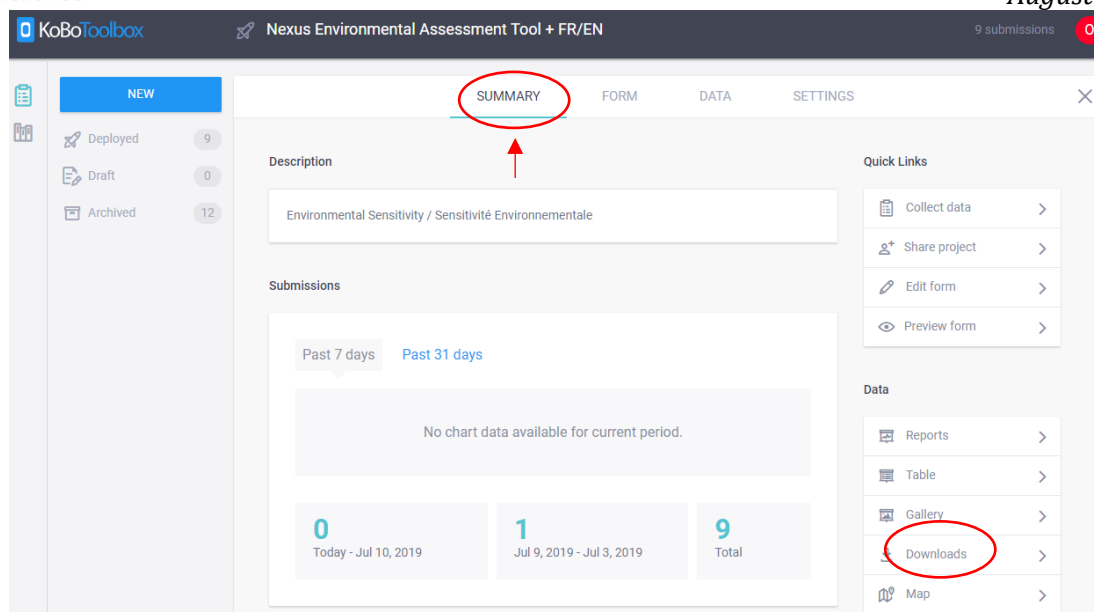
## 2.4 Getting the link for data collection

- To enable data collection for your project, under the 'FORM' menu, and 'Collect Data', select '**Online-Offline (multiple submission)**' from the available options. (This allows data collection via all methods including android app, ios web form, desktop webform, saved offline files on ios/android).
- Select 'COPY' to copy and paste the link, or 'OPEN' to open directly:
- If you wish to share the form with other users within your organization, you can send it via the copied link from this section.

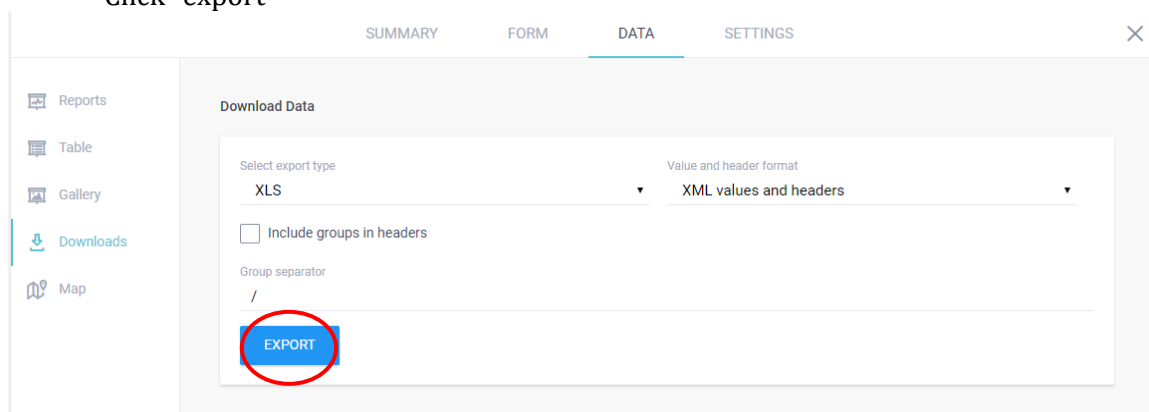


## 2.5 Downloading the data from KoBo


- Collect data on KoBo using the forms created and submit the results. It can take up to 5 minutes for the data to be submitted.
- On the "Summary" tab, click on "downloads".



- You need to download the data in a specific format from the server to be compatible with the **06.03 NEAT + (Kobo data entry) Excel file**:  
Select type as “XLS” and “XML values and headers”.  
Do not check the “include groups in headers” box.  
Click “export”



Once the project has been exported, click on the “download” sign on the right side

Exports					
Type	Created	Language	Include Groups	Multiple Versions	
XLS	Today at 11:00 AM	XML	No	No	

## 2.6 Generating the results

Once you have downloaded the data, the process to generate the results is the same as when testing the JEU demo version, starting at step 4. (p. 3 of this document).

## 3. Troubleshooting

If the automatic analysis is not working as intended, please review these instructions and ensure that all steps are carefully followed. Common issues include:

- Downloading the data from the KoBo server in an incorrect format. Ensure you use the advanced downloads option, selecting the “xls” and “xml values and headers” options.
- Not copying or pasting the data correctly. You need to copy all the data from the downloaded excel file including the headers (i.e. “select all”) and paste it into the correct tab in the analysis excel file, beginning from the top left-hand corner (cell A1).
- The project has not been selected in the “Select Project (Kobo)” tab in the analysis excel file.
- Your Excel settings may not be set to calculate results automatically. You can force a manual calculation by pressing F9 in the Excel interface.
- You have not saved the analysis Excel file onto your computer. An Excel file opened directly from an email attachment has limited memory to compute the analysis and may timeout.
- The questionnaire Excel tabs in the analysis file will not update with the inputs from the KoBo data entry. You need to skip these tabs and proceed directly to the summary tabs.
- If the summary is showing unexpected results, you can review the raw data in the “view data in table” function in the KoBo project link to ensure that data was inputted accurately.
- If there are discrepancies between the inputted data in the Sensitivity and Activity modules (different replies chosen for a similar question), the underlying NEAT+ assessment logic will be disrupted and the analysis results may not show correctly. Revisit the chosen answers to see if this is the case.

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For additional technical support using the NEAT+, please contact the UN Environment/OCHA Joint Unit: [ochaunep@un.org](mailto:ochaunep@un.org)