

DATA COLLECTION METHODOLOGY

Guidance: This section describes in detail who is responsible for data collection and management (M&E manager, technical specialists, others), and in what format (database, spreadsheets, GIS) data will be managed, and who is responsible for producing which reports. Aspects of quality control at all stages should be described. Relevant details about types of data collection issues such as sampling, tool design, use of sub-contractors and project staff for data collection, etc. would go here. The specific methods used to collect data for the specified indicators are described in detail in each PIRS.

Figure 1: Performance Indicator Reference Sheet

Performance Indicator Reference Sheet				
Name of Activity Development Objective (or Goal or Purpose):				
Name of Activity Intermediate Result:				
Name of Activity Sub-Intermediate Result:				
Name of Indicator:				
Indicator Type: Activity Custom _____ F _____ Mission PMP _____				
Is this a PPR indicator? No _____ Yes _____, for Reporting Year (s) _____				
DESCRIPTION				
NYP Definition (if applicable):				
Precise Definition(s):				
Unit of Measure:				
Method of calculation:				
Disaggregated by:				
Justification & Management Utility:				
PLAN FOR DATA ACQUISITION				
Data Collection Method:				
Data Source(s):				
Method of transfer to Province/National:				
Frequency & Timing of Data Acquisition:				
Estimated Cost of Data Acquisition:				
Individual Responsible at IP (title):				
Individual Responsible for providing data to Province/National:				
Location of data storage:				
DATA QUALITY ISSUES				
Date of Initial Data Quality Assessment:				
Known Data Limitations and Significance (if any):				
Actions Taken or Planned to Address Data Limitations:				
Date of Future Data Quality Assessments:				
Procedures for Future Data Quality Assessments:				
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING				
Data Analysis:				
Presentation of Data:				
Review of Data:				
Reporting of Data:				
OTHER NOTES				
Notes on Baselines/Targets:				
Other Notes:				
PERFORMANCE INDICATOR VALUES				
Year	Baseline	Target	Actual	Notes
2018				
2019				

2020				
THIS SHEET LAST UPDATED ON: / /				

ANNEX B: DATA QUALITY ASSESSMENT FORM

Note: it is the responsibility of District/ Province/ National office to ensure data quality assessments for all projects are conducted as required. The general rule is that District/ Province/ National office must conduct a formal DQA for all indicators that are reported and this must be done every three years. However, IPs should also have quality procedures in place to ensure that performance reporting data meets DQA standard criteria. If the IP is receiving data from a grantee or subcontractor, the IP must also ensure that their partners meet these standards.

The Data Quality checklist form is provided on the following pages.

Data Quality Checklist

Project/Activity Name:	
Title of Performance Indicator: [Indicator should be copied directly from the Performance Indicator Reference Sheet]	
Linkage to Foreign Assistance Standardized Program Structure, if applicable (i.e. Program Area, Element, etc.):	
Result This Indicator Measures (i.e., Specify the Development Objective, Intermediate Result, or Project Purpose, etc.):	
Data Source(s): [Information can be copied directly from the Performance Indicator Reference Sheet]	
Period for Which the Data Are Being Reported:	
Is This Indicator a Standard or Custom Indicator?	<input type="checkbox"/> Standard Foreign Assistance Indicator <input type="checkbox"/> Custom (created by the OU; not standard)
Is this indicator a required NYP indicator?	<input type="checkbox"/> Y <input type="checkbox"/> N
Data Quality Assessment methodology: [Describe here or attach to this checklist the methods and procedures for assessing the quality of the indicator data. E.g. Reviewing data collection procedures and documentation, interviewing those responsible for data analysis, checking a sample of the data for errors, etc.]	
Date(s) of Assessment:	
Assessment conducted by:	

Category	Y	N	Not Applicable/ Insufficient information	Comments
Validity				
Does the indicator reflect the intended results of the activity – i.e. is it a useful indicator for activity management?				
Do the data being collected and reported match the intent or language of the indicator?				
Are the data collection methods (interviews, observation, etc.) appropriate to produce good data?				
Are the data collection procedures and/or sources relatively free of bias?				
Are the people collecting the data qualified and/or adequately experienced?				
Are the people collecting the data properly supervised?				
Reliability				
Are the definitions and procedures for data collection, calculation and reporting clear and well understood by all relevant staff?				
Do the definitions and procedures for collecting and calculating the data match the Mission PIRS if applicable?				
If not, please describe the differences.				
Are data collection and analysis methods documented in writing in a PIRS or another form?				
Is a consistent data collection process used from (describe any changes/differences observed if N): Year to year?				
In all activity locations/sites?				
By all activity partners/sub-contractors?				

Category	Y	N	Not Applicable/ Insufficient information	Comments
Are there procedures in place for periodic review of data collection, maintenance, and processing that can detect data quality issues?				
Has the partner identified significant data quality limitations in the past?				
Were these communicated to Department? If yes, describe how.				
Have these data quality limitations been addressed by the partner? If yes, explain how.				
Has the partner identified significant data quality limitations in current data? If yes, please describe.				
Are these limitations described in the indicator PIRS or written data collection and analysis procedures? If yes, please describe.				
Are these limitations described in reporting to Department? If yes, please describe.				
Timeliness				
Are the data for this indicator reported to Department by the method (ex. Quarterly Performance Data Table) and frequency required?				
Is this format and schedule appropriate for project/activity management? If no, describe how it should be changed,				
Precision				
Is there a method for detecting duplicate data? If yes, please describe.				
If there is duplication of data, is the level of duplication acceptable for this indicator? Describe why or why not.				
If there is unacceptable duplication of data, is it identified in the PIRS under data limitations or another section?				

Category	Y	N	Not Applicable/ Insufficient information	Comments
If there is unacceptable duplication of data, has information on duplication been shared with Department? Describe how.				
Is there a method for detecting missing data? If yes, please describe.				
If there are missing data, is the level acceptable for this indicator? Describe why or why not.				
If there are unacceptable amounts of missing data, is this identified in the PIRS under data limitations or another section?				
If there are unacceptable amounts of missing data, has information on missing data been shared with Department? Describe how.				
Are the reported data disaggregated according to Department guidance?				
Integrity				
Are there procedures in place to check for transcription errors at all levels of the data collection and reporting system?				
Are there proper safeguards in place to prevent unauthorized changes to the data?				
Are there procedures in place to ensure unbiased analysis of data and subsequent reporting?				
Are their safeguards in place to ensure that all relevant tools, tracking sheets and data are backed up and protected from data loss?				

IF NO DATA ARE AVAILABLE FOR THE INDICATOR	COMMENTS
If no recent relevant data are available for this indicator, why not?	
What concrete actions are now being taken to collect and report these data as soon as possible or on schedule?	

When will data be reported?	
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SUMMARY (where multiple items are listed by the assessor in each row, they should be numbered so that it is clear what recommendations apply to which limitations)

Based on the assessment above, what is the overall conclusion regarding the quality of the data?

What limitations, if any, were observed and what actions should be taken to address these limitations?

Final agreed upon actions and timeframe needed to address limitations prior to the next DQA:

ANNEX C: DATA COLLECTION TOOLS

Add as an annex any forms used to collect data; data vetting procedures, survey questionnaires used, sample design information.