

FOOD FOR PEACE DATA QUALITY ASSESSMENT

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March 2nd, 2016

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Session Objectives

Participants will:

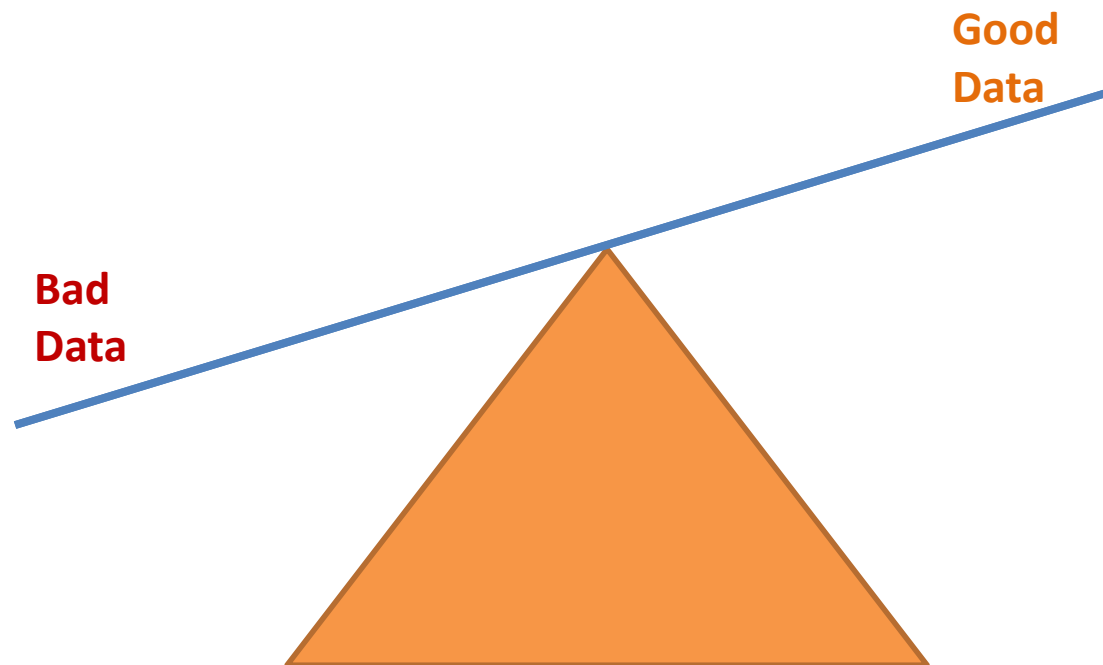
1. Identify four key data quality assessment (DQA) requirements from the FFP Monitoring and Evaluation Policy document
2. Assess an indicator using five data quality standards
3. Review an illustrative DQA process and potential pitfalls to avoid

FFP Data Quality Assessment (DQA) Definition

A systematic and periodic review of the data quality of indicators that FFP development projects report annually.

Purpose

To improve data quality with the ultimate goal of improving accountability and decision making.



Purpose

A DQA is designed to:

1. Verify the quality of data
2. Assess the system that produces that data
3. Develop action plans to improve both

DQA Requirements for FFP Development Projects



Requirement Number 1

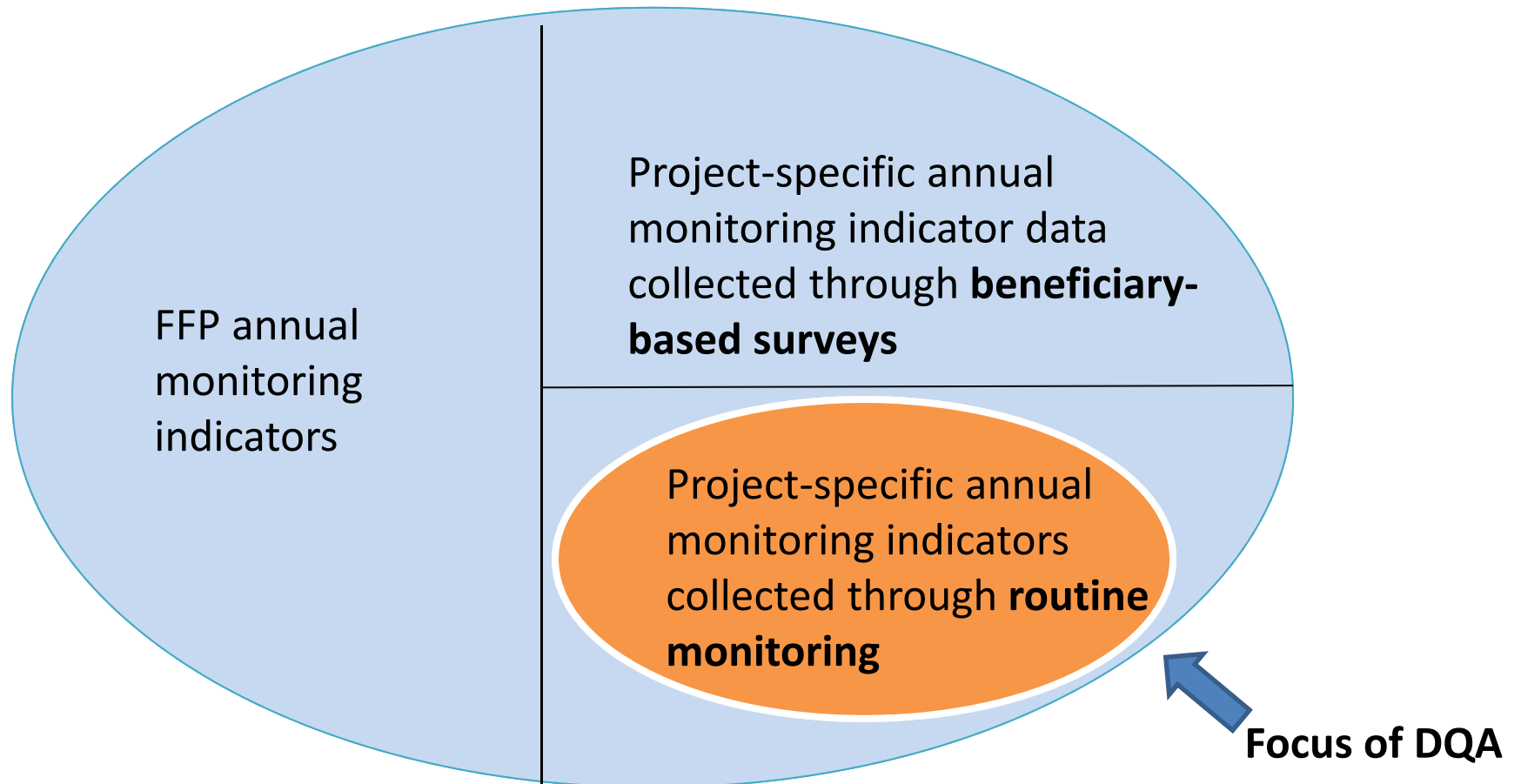
DQA on annual monitoring indicator data

*Preferably on **project-specific indicators** from non-survey data collection methods*



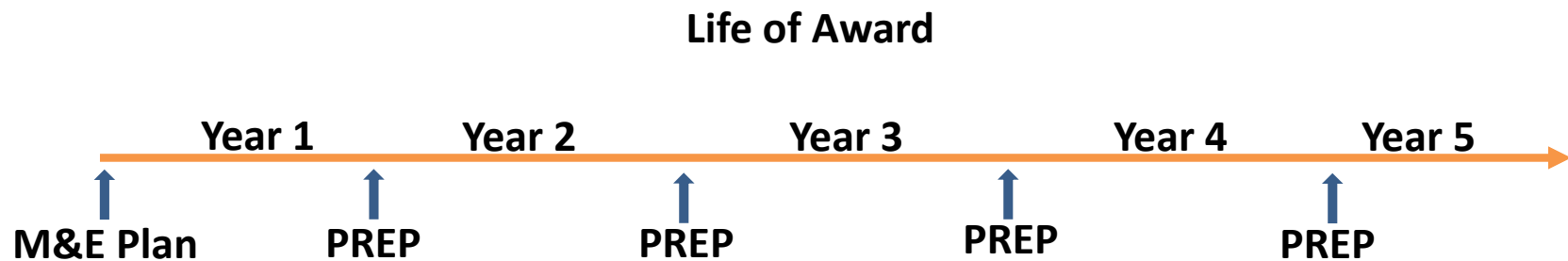
Requirement Number 1 (cont.)

Universe of annual monitoring indicator data



Requirement Number 2

Provide description of plans for DQA on an annual basis



What must the description of the plan for DQA include?

Requirement Number 3

Description of plan for DQA should include:

- Indicators to be assessed and justification for selection
- Timeframe: timing and duration
- Methodology
- DQA staff roles and qualifications

Requirement Number 4

Select a sample of indicators for DQA annually

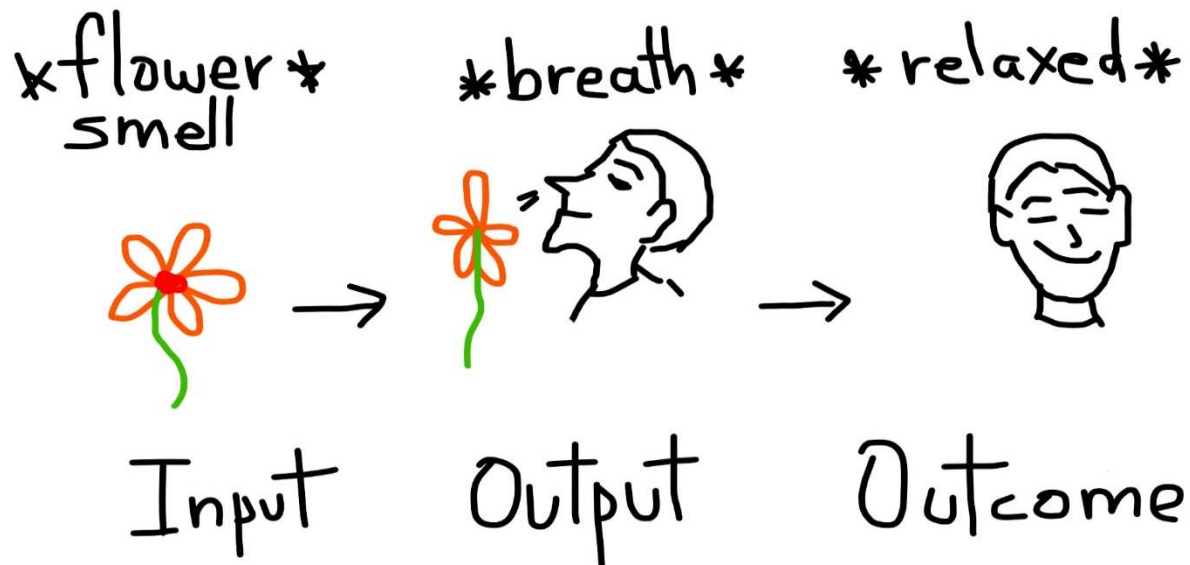
Purposive sample based on:

- Importance of indicator to ToC
- Identified and perceived data quality risks associated with indicator
- Timing and availability of staff
- Frequency and timing of data collection
- Other factors

Selecting Indicators for DQA

Categorize indicators:

- Similar data flows
- Output vs. Outcome



Data Flows

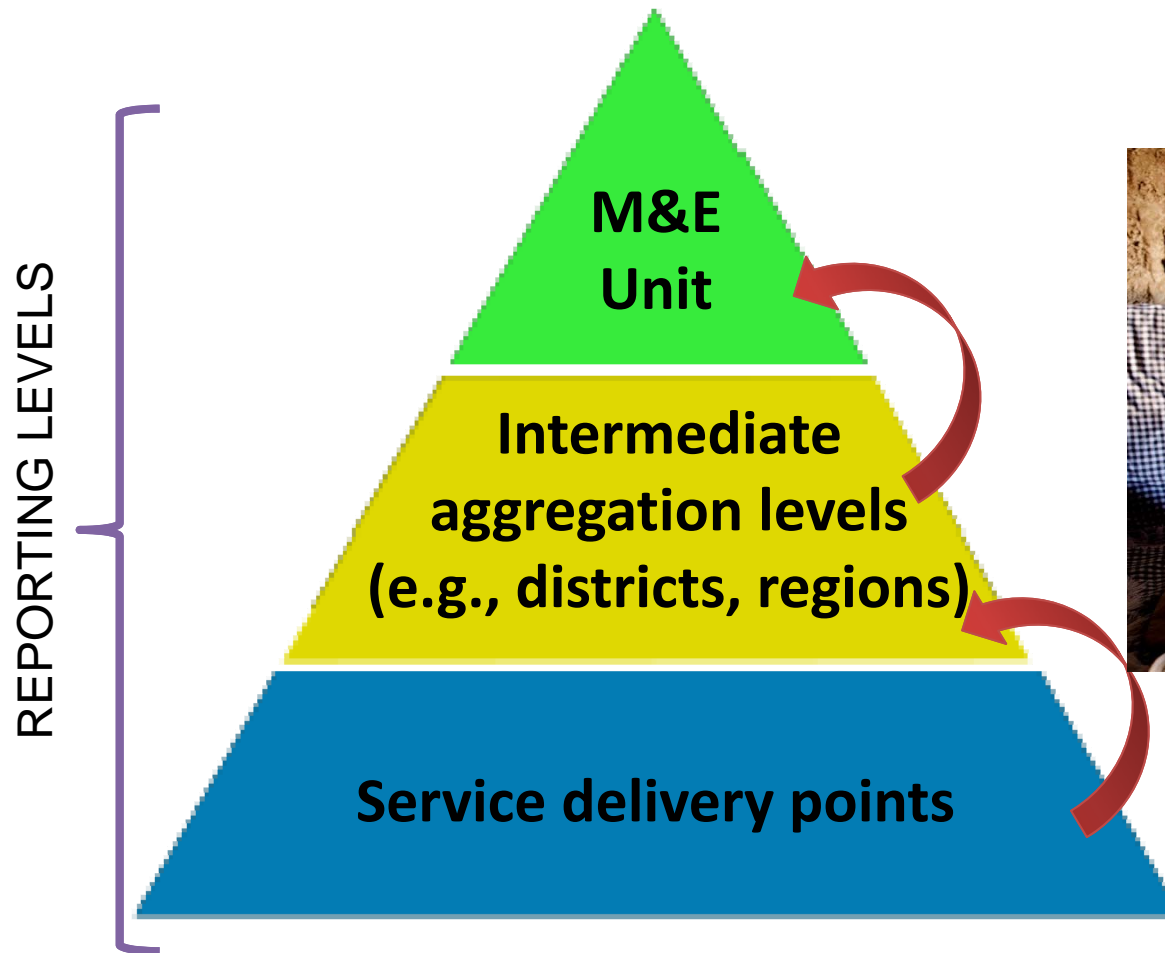


Photo: Jessica Scranton, FANTA/FHI 360

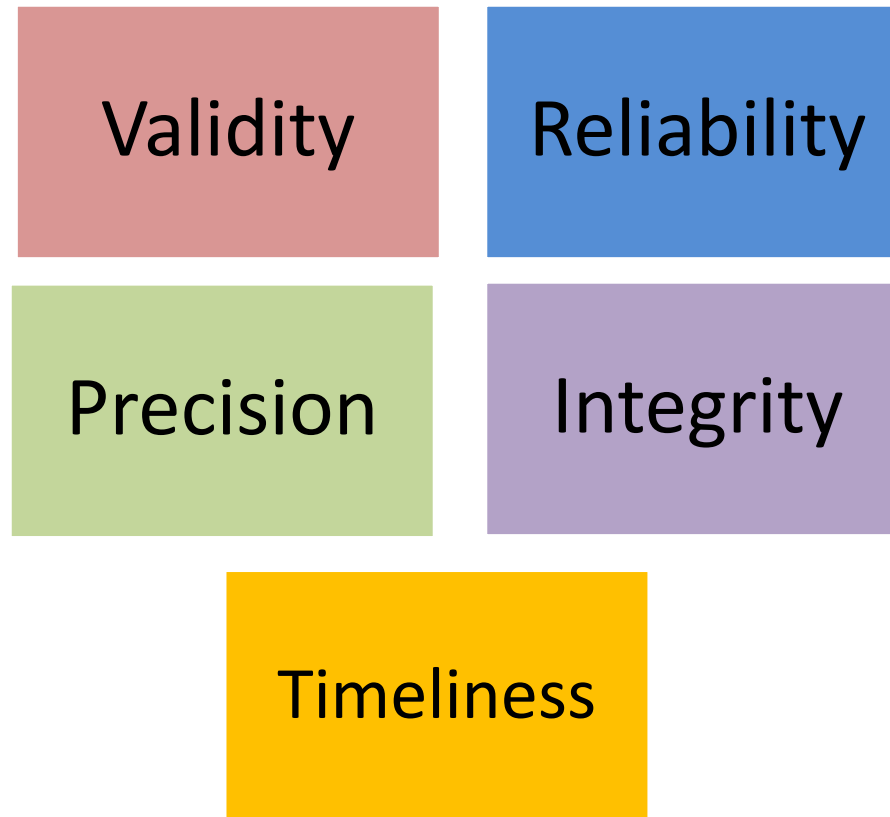
Source: Adapted from Measure Evaluation

A DQA is designed to:

- ★ 1. Verify the quality of data
- 2. Assess the system that produces that data
- 3. Develop action plans to improve both

Data Quality

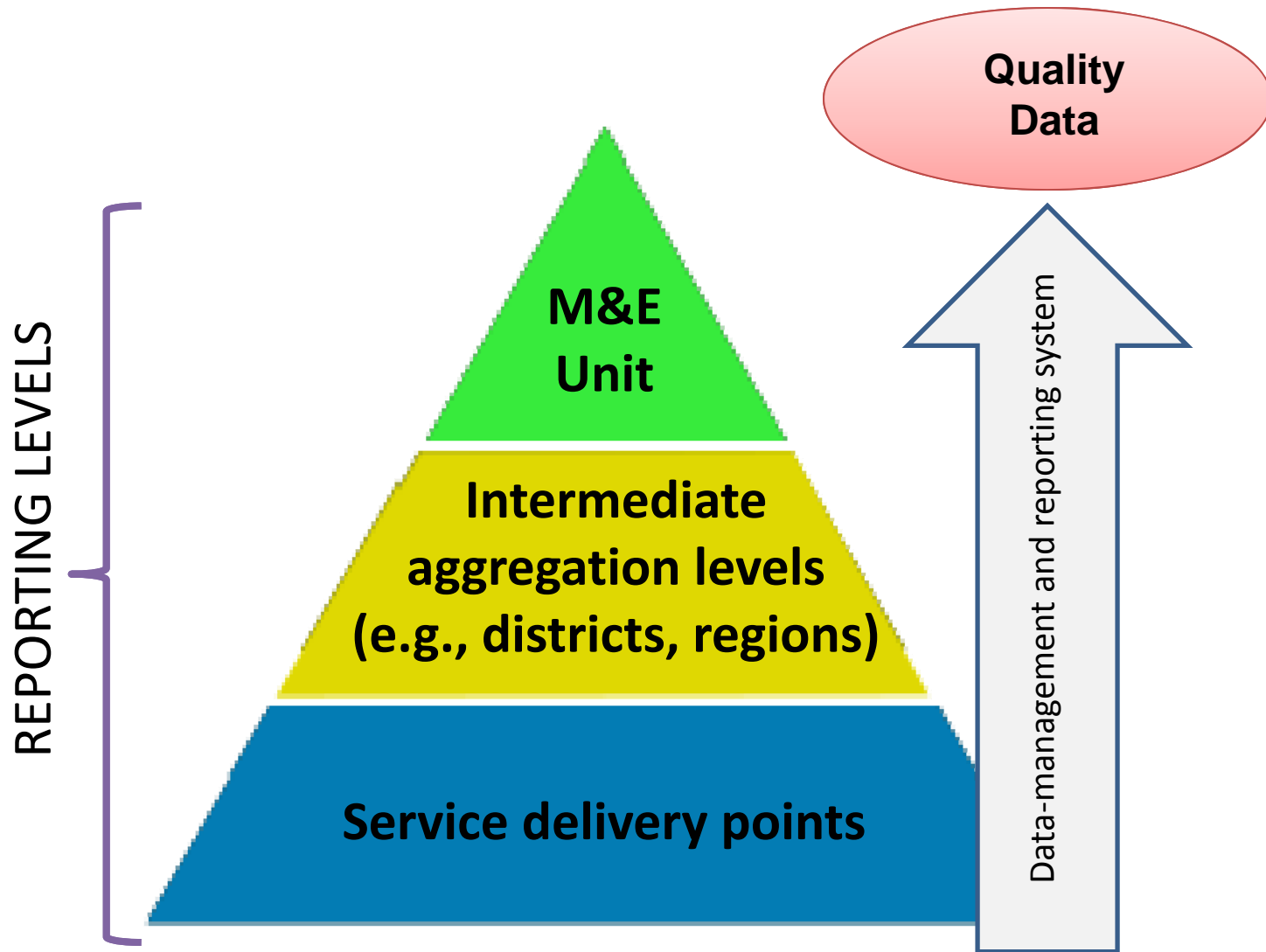
Data Quality Standards



A DQA is designed to:

- ★ 1. Verify the quality of data
- ★ 2. Assess the system that produces that data
- 3. Develop action plans to improve both

Data-Management and Reporting System

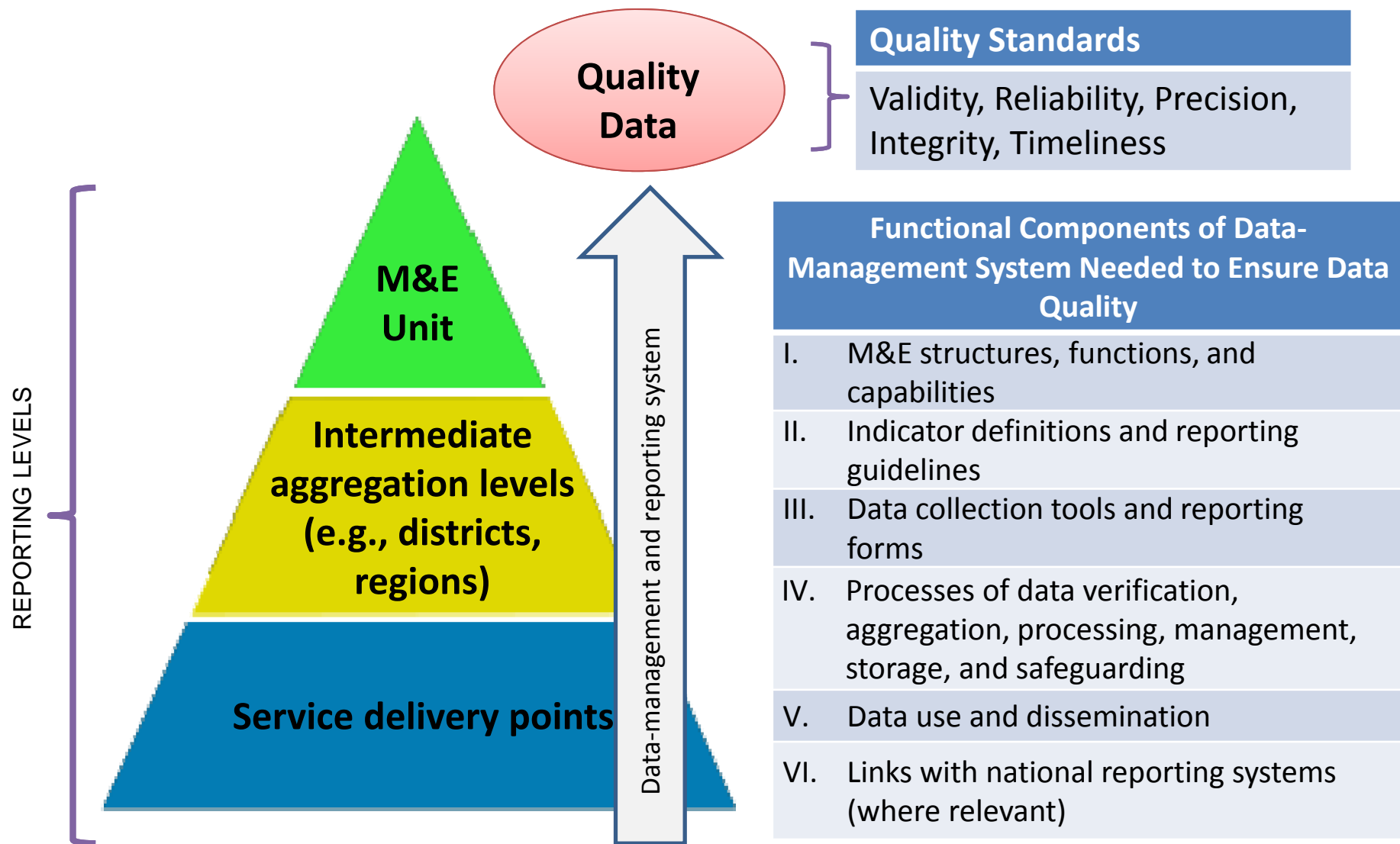


Source: Adapted from Measure Evaluation

Functional Components of Data-Management System Needed to Ensure Data Quality

- I. M&E structures, functions, and capabilities
- II. Indicator definitions and reporting guidelines
- III. Data collection tools and reporting forms
- IV. Processes of data verification, aggregation, processing, management, storage, and safeguarding
- V. Data use and dissemination
- VI. Links with national reporting systems (where relevant)

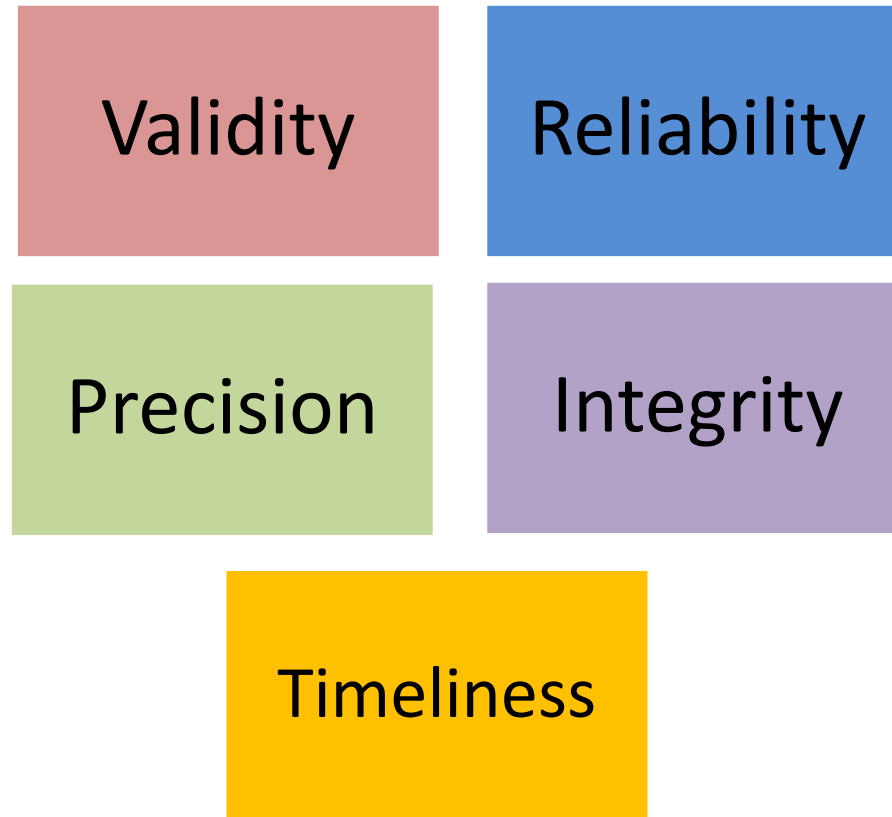
Source: Adapted from Measure Evaluation



Source: Adapted from Measure Evaluation

DQA Requirements for FFP Development Projects

Data Quality Standards



Case Example

You are the DQA team leader for a FFP development food assistance project. You are verifying the quality of the data for the following indicator:

Number of kilograms (kg) produced as a result of participation in project's technology transfer

- Tilapia
- Maize



Photos: Jessica Scranton, FANTA

Number of kg of tilapia/maize produced as a result of participation in project's technology transfer

Validity

*Are we measuring
what we believe we
are measuring?*

Validity



Key Functional Components of a Data-Management System that Impact Validity

- I. M&E structures, functions, and capabilities
- II. Indicator definitions and reporting guidelines
- III. Data collection tools and reporting forms
- IV. Processes of data verification, aggregation, processing, management, storage, and safeguarding
- V. Data use and dissemination
- VI. Links with national reporting systems (where relevant)

Number of kg of tilapia/maize produced as a result of participation in project's technology transfer

Reliability

Do data reflect stable and consistent definitions and data collection processes and analysis methods over time?

Reliability



Key Functional Components of a Data-Management System that Impact Reliability

- I. M&E structures, functions, and capabilities
- II. Indicator definitions and reporting guidelines
- III. Data collection tools and reporting forms
- IV. Processes of data verification, aggregation, processing, management, storage, and safeguarding
- V. Data use and dissemination
- VI. Links with national reporting systems (where relevant)

Number of kg of tilapia/maize produced as a result of participation in project's technology transfer

Precision

Do data have a sufficient level of detail to permit management decision making and/or comply with reporting requirements? E.g. level of disaggregation, avoid over or underreporting.

Precision



Select Key Functional Components of a Data-Management System that Impact Precision

- I. M&E structures, functions, and capabilities
- II. Indicator definitions and reporting guidelines
- III. Data collection tools and reporting forms
- IV. Processes of data verification, aggregation, processing, management, storage, and safeguarding
- V. Data use and dissemination
- VI. Links with national reporting systems (where relevant)

Number of kg of tilapia/maize produced as a result of participation in project's technology transfer

Integrity

Do the data collected, analyzed, and reported have established mechanisms in place to reduce manipulation or simple errors in transcription?

Integrity



Select Key functional Components of a Data-Management System that Impact Integrity

- I. M&E structures, functions and capabilities
- II. Indicator definitions and reporting guidelines
- III. Data collection tools and reporting forms
- IV. Processes of data verification, aggregation, processing, management, storage, and safeguarding
- V. Data use and dissemination
- VI. Links with national reporting systems (where relevant)

Number of kg of tilapia/maize produced as a result of participation in project's technology transfer

Timeliness

Are data available at a useful frequency? Are data current and timely enough to influence management decision making?

Timeliness



Select Key Functional Components of a Data-Management System that Impact Timeliness

- I. M&E structures, functions, and capabilities
- II. Indicator definitions and reporting guidelines
- III. Data collection tools and reporting forms
- IV. Processes of data verification, aggregation, processing, management, storage, and safeguarding
- V. Data use and dissemination
- VI. Links with national reporting systems (where relevant)

Illustrative DQA Process

- **Step 1.** Develop an overall approach and schedule
- **Step 2.** Identify the indicators and sites to be included
in the review
- **Step 3.** Identify the DQA team
- **Step 4.** Develop a budget and logistics plan
- **Step 5.** Develop and pilot DQA tools or instruments
- **Step 6.** Train DQA reviewers

Illustrative DQA Process

- **Step 7. Conduct the DQA**
- **Step 8. Prepare DQA draft report**
- **Step 9. Report review**
- **Step 10. Follow up on Actions**
- **Step 11. Submit DQA report to FFP through FFPMIS**
as part of the Annual Results Report

Sample DQA Checklist

Sample of Data Quality Assessment Checklist and Procedures

This is a sample of a Data Quality Assessment (DQA) Checklist. Awardees may adapt this checklist to use to conduct their own DQAs or may decide to use a different checklist. This checklist is intended to assist in assessing each of the five aspects of data quality and provide a convenient manner in which to document the DQA findings.

Name of FFP project/Organization:	
Title of Performance Indicator: <i>[Indicator should be copied directly from the Performance Indicator Reference Sheet]</i>	
Result this Indicator Measures (i.e., Specify the Project Purpose, Sub-purpose, etc.):	
Data Source(s): <i>[Information can be copied directly from the Performance Indicator Reference Sheet]</i>	
Partner or Contractor Who Provided the Data (only applicable for project run by consortium): <i>[In addition to completing the checklist for its own organization, Awardee should complete this checklist for each sub-awardee that contributes data to an indicator– it is the prime’s responsibility to ensure the data quality of sub-contractors or sub grantees.]</i>	
Period for Which the Data Are Being Reported:	
Is this Indicator a project-specific indicator or a FFP/USAID indicator?	<input type="checkbox"/> FFP/USAID indicator <input type="checkbox"/> project-specific indicator (created by the project)
Data Quality Assessment methodology: <i>[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.]</i>	
Date(s) of Assessment:	
Assessment Team Members:	
Team Leader approval X _____	

Potential Pitfalls to Avoid

1. Data security issues
2. Lack of assigned budget and personnel for annual DQA
3. Lack of data traceability standards
4. Filing system inconsistencies
5. Incomplete requirements in collection forms
6. Insufficient training and knowledge refreshers

Potential Pitfalls to Avoid

7. Lack of standardized processes/tools/indicators definitions
8. Inconsistent data-collection methodology among prime and sub-awardees (for projects run by consortium)
9. Insufficient standards to verify and cross-check data
10. Insufficient follow up on actions

Resources

- USAID. Draft. *USAID's Office of Food for Peace Policy and Guidance for Monitoring, Evaluation, and Reporting for Development Food Assistance Projects*, Section 3.2: Data Quality Assurance, Management, and Safeguard.
- USAID. 2012. *ADS Chapter 203: Assessing and Learning*. Available at: <http://www.usaid.gov/sites/default/files/documents/1870/203.pdf>
- Measure Evaluation. *Data Quality Assurance Tools*. Available at: <http://www.cpc.unc.edu/measure/resources/tools/monitoring-evaluation-systems/data-quality-assurance-tools>
- USAID. 2010. *Performance Monitoring & Evaluation TIPS: Conducting Data Quality Assessments*. Available at: http://pdf.usaid.gov/pdf_docs/Pnadw118.pdf
- USAID. 2009. *Performance Monitoring & Evaluation TIPS: Data Quality Standards*. Available at: http://pdf.usaid.gov/pdf_docs/Pnadw112.pdf



This presentation is made possible by the generous support of the American people through the support of the Office of Health, Infectious Diseases and Nutrition, Bureau for Global Health, U.S. Agency for International Development (USAID) and the Office of Food for Peace, Bureau for Democracy, Conflict and Humanitarian Assistance, under terms of Cooperative Agreement No. AID-OAA-A-12-00005, through the Food and Nutrition Technical Assistance III Project (FANTA), managed by FHI 360. The contents are the responsibility of FHI 360 and do not necessarily reflect the views of USAID or the United States Government.