FOOD FOR PEACE DATA QUALITY ASSESSMENT

Pamela Velez-Vega, Monitoring & Evaluation Advisor, FANTA Project Dan Houston, Monitoring and Evaluation Specialist, USAID/Southern Africa/FFP

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Food and Nutrition Technical Assistance III Project (FANTA) FHI 360 1825 Connecticut Ave., NW Washington, DC 20009

Tel: 202-884-8000 Fax: 202-884-8432

Email: fantamail@fhi360.org Website: www.fantaproject.org







Session Objectives

Participants will:

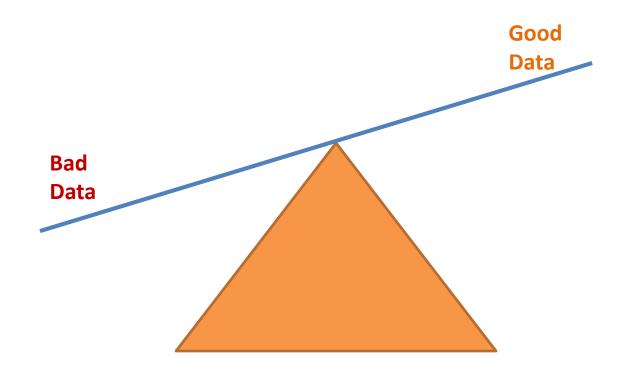
- Identify four key data quality assessment (DQA) requirements from the FFP Monitoring and Evaluation Policy document
- Assess an indicator using five data quality standards
- Review an illustrative DQA process and potential pitfalls to avoid

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 <u>system</u> 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 projectspecific indicators from non-survey data collection methods



Requirement Number 1 (cont.)

Universe of annual monitoring indicator data

FFP annual monitoring indicators

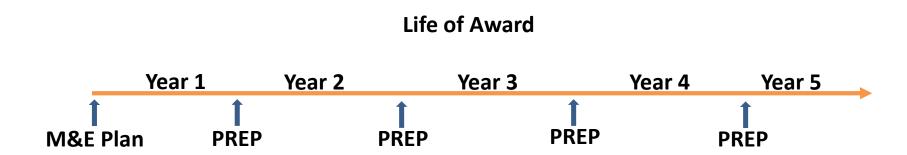
Project-specific annual monitoring indicator data collected through beneficiary-based surveys

Project-specific annual monitoring indicators collected through routine monitoring

Focus of DQA

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

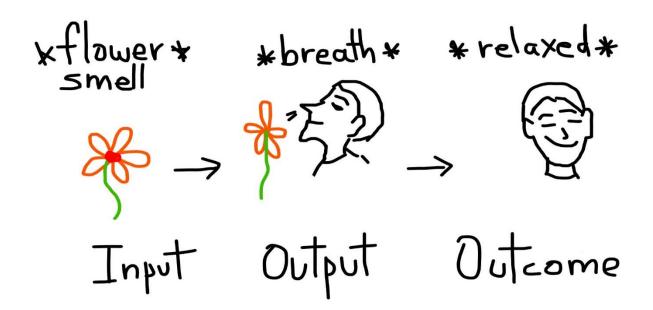
Purposive sample based on:

- 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

M&E Unit REPORTING LEVELS **Intermediate** aggregation levels (e.g., districts, regions) Photo: Jessica Scranton, FANTA/FHI 360 **Service delivery points**

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

Validity

Reliability

Precision

Integrity

Timeliness

A DQA is designed to:



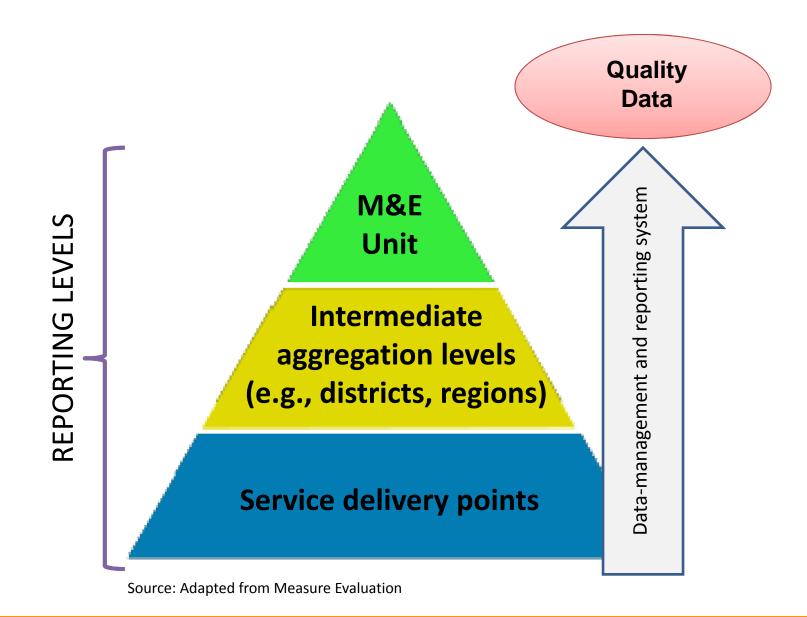
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3. Develop action plans to improve both

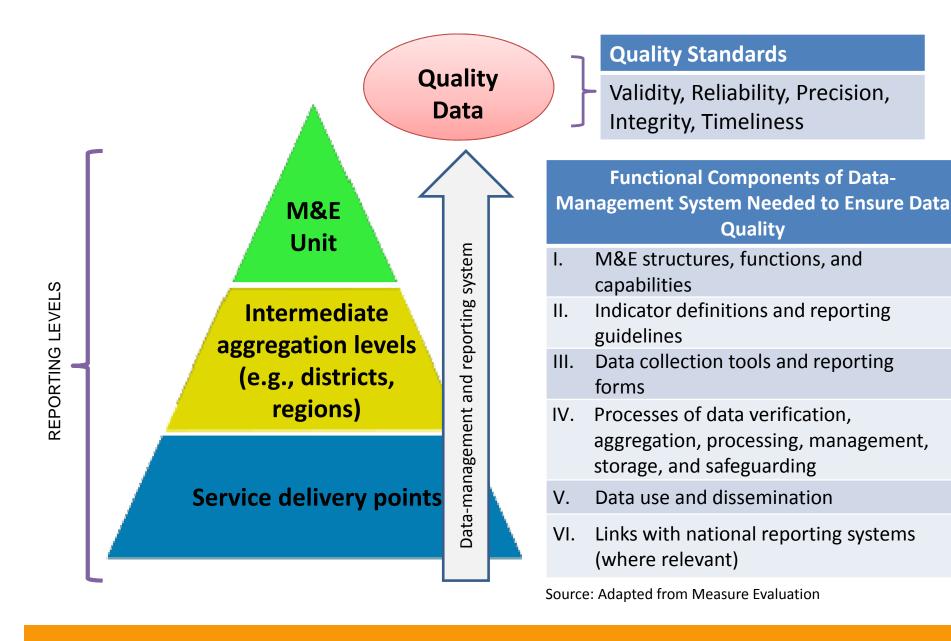
Data-Management and Reporting System



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



DQA Requirements for FFP Development Projects Data Quality Standards

Validity

Precision

Integrity

Timeliness

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





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.

Title of Performance Indicator:	
[Indicator should be copied directly from the Perfe	ormance Indicator Reference Sheet]
Result this Indicator Measures (i.e., Specify the F	roject Purpose, Sub-purpose, etc.):
Data Source(s):	
[Information can be copied directly from the Perfe	ormance Indicator Reference Sheet]
Partner or Contractor Who Provided the Data (o	nly applicable for project run by consortium):
[In addition to completing the checklist for its own	n organization, Awardee should complete this
checklist for each sub-awardee that contributes a	ata to an indicator—it is the prime's responsibility
to ensure the data quality of sub-contractors or s	ub grantees.]
Period for Which the Data Are Being Reported:	
Is this Indicator a project-specific indicator or a	FFP/USAID indicator
FFP/USAID indicator?	project-specific indicator (created by the project)
Data Quality Assessment methodology:	
[Describe here or attach to this checklist the meth	ods and procedures for assessing the quality of the
indicator data, e.g., reviewing data collection pro responsible for data analysis, checking a sample o	
Date(s) of Assessment:	
,	
Assessment Team Members:	
Assessment Team Members: Team Leader approval	

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

- Lack of standardized processes/tools/indicators definitions
- Inconsistent data-collection methodology among prime and sub-awardees (for projects run by consortium)
- 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





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