USDA Poultry Projects M&E Activity

M&E Working Group Meeting

Discussion Topic Four, Section II

Developing Internal Mechanisms for Assuring Data Quality, METSS II Conference Room, Accra

June 26, 2018

Janet Awopole Yepakeh Tiah
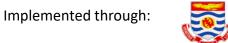
Implemented through:

Developing internal mechanisms for assuring data quality
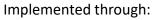
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What have you done to assure data quality?

Outline

- Purpose of having a data quality assurance mechanism
- Elements of the mechanism
- ✓ Data collection method
- ✓ Documentation of process and protocols
- ✓ Staff/Personnel
- ✓ Data management
- ✓ Data verification
- ✓ Strategy to respond to data issues
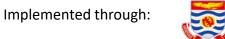- ✓ Adequate financial and logistical resources

Purpose of Data quality assurance mechanism

- The purpose is to reduce;

✓ Estimation errors

✓ Measurement/Data collection errors

✓ Data analysis errors

Data collection method

- Adopt an appropriate method for the data collection

✓Design suitable data collection tools for each indicator

✓Adopt the appropriate technique

✓Adopt the appropriate analysis

➢**Revise when necessary**

- Ensure that the method collects data of good integrity and is;

✓**Reliable**

✓**Valid**

✓**Timely**

Documentation of data collection process and management

- Document the procedures and methods employed in data collection specifying the;

✓ The method used in collecting data for the various indicators

✓ What tools used in collecting the data

✓ Who is collecting the data

✓ When the data is collected

Documentation of data collection and management

✓How data is recorded

✓How data is cleaned

✓How data is analyzed

▪ Data storage

✓How data is filed-**appropriately and safely**

✓Do you have backups

▪ Communication

✓How is data communicated to various audience.

Staffing and staff relationship

- Qualified staff in appropriate positions

- Availability of adequate number of all personnel required

- Staff job descriptions clearly stated

- Team work- **M&E team working closely with other project teams**

- Staff capacity building

Data management

- Data Storage
- ✓ Data should be safely stored
- ✓ **Originals should be properly filled**
- ✓ **Have a back up for all data in a safe location**

Data management

- Develop a protocol to support data management process

✓ Explain database can be accessed

- Conduct data verification

✓ Supervisors/M&E officers visit at least 10% of sample (data Source)

✓ Constant review of completed data collection forms

✓ Technical staff should constantly review data entered

✓ Routinely compare values collected across time and location

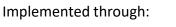✓ Constantly flag outliers (eg. Chicken lays an egg every 24 hours or 18 hours)

Data management cont.

- Data analysis
- Ethical considerations
- ✓Properly file all ethical documents for reference
- ✓Indicate how beneficiary data will be protected
- Data collections limitations identified

Financial and logistics support

▪ Finance and logistics available for;

✓ Staff training when necessary

✓ Procurement/production of required logistics

✓ Traveling

✓ Others

End of Presentation
Thank you