**INITIAL DATA QUALITY ASSESSMENT INFORMATION SHEET**

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| **GENERAL INFORMATION** |  |
| Name(s) of Data Owners |  |
| Date of Interview |  |
| Reason for Assessment |  |
| **KEY STAKEHOLDER INFORMATION** |  |
| Name(s) |  |
| Name of Organization |  |
| Sources of Data |  |
| **DATA COLLECTION AND REPORTING** |  |
| Does your organization systematically monitor progress of its activities? |  |
| If yes, describe the data collected: level (i.e. enterprise-wide, business functions, departments, job role, individual, etc.); frequency (daily, weekly, monthly, quarterly, annually) |  |
| Describe collection process: (i.e. Financial reports, surveys, internal reports, technical records) |  |
| How the data is received by the stakeholders |  |
| How does the partner organization evaluate progress and impact? |  |
| **INTERNAL DATA MANAGEMENT ISSUES:** |  |
| 1. Are there controls on access to database systems? |  |
| 2. Do we cross‐check data input? |  |
| 4. Do we use procedures to ensure quality of financial information? |  |
| 5. Do we train our data collectors? |  |
| 6. Do we have a staff position responsible for data monitoring? |  |
| 7. Do we have SOP for Data governance and maintenance? |  |
| **Roles and Responsibilities** |  |
| 1. Data and name of USAID Staff to follow ‐ up any recommended actions. |  |
| 2.Date and name of next USAID staff spot check of partner data files |  |
| 3. Date and name of next USAID staff field visit to observe activities |  |
| 4. Date and name of independent organization expected to conduct survey or evaluation to ensure accuracy of data reporting (if needed |  |

**DATA QUALITY ASSESSMENT CHECKLIST**

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| **Name of Development Objective:** |
| **Name of Intermediate Result (if applicable):** |
| **Name of Performance indicator:** |
| **Data source(s):** |
| **Partner or contractor who provided the data (if applicable):** |
| **Year or period for which the data are being reported:** |
| **Is this indicator reported in the Annual Report? (circle one) YES NO** |
| **Date(s) of assessment:** |
| **Location(s) of assessment:** |
| **Assessment team members:** |

|  |  |  |  |
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| **1. VALIDITY—Do the data adequately represent performance?** | | | |
|  | **Yes** | **No** | **Comments** |
| **Face Validity** |  |  |  |
| * Is there a solid, logical relation between the activity or program and what is being measured, or are there significant uncontrollable factors? |  |  |  |
| **Measurement Error** |  |  |  |
| *Sampling Error* (only applies when the data source is a survey) |  |  |  |
| * Were samples representative? |  |  |  |
| * Were the questions in the survey/questionnaire clear, direct, easy to understand? |  |  |  |
| * If the instrument was self-reporting were adequate instructions provided? |  |  |  |
| * Were response rates sufficiently large? |  |  |  |
| * Has non-response rate been followed up? |  |  |  |
| *Non-Sampling Error* |  |  |  |
| * Is the data collection instrument well designed? |  |  |  |
| * Were there incentives for respondents to give incomplete or untruthful information? |  |  |  |
| * Are definitions for data to be collected operationally precise? |  |  |  |
| * Are enumerators well trained? How were we trained? Were we insiders or outsiders? Was there any quality control in the selection process? |  |  |  |
| * Were there efforts to reduce the potential for personal bias by enumerators? |  |  |  |
| **Transcription Error** |  |  |  |
| * What is the data transcription process? Is there potential for error? |  |  |  |
| * Are steps being taken to limit transcription error? (e.g., double keying of data for large surveys, electronic edit checking program to clean data, random checks of partner data entered by supervisors) |  |  |  |
| * Have data errors been tracked to their original source and mistakes corrected? |  |  |  |
| * If raw data need to be manipulated to produce the data required for the indicator |  |  |  |
| * Are the correct formulae being applied? |  |  |  |
| * Are the same formulae applied consistently from year to year, site to site, data source to data source (if data from multiple sources need to be aggregated)? |  |  |  |
| * Have procedures for dealing with missing data been correctly applied? |  |  |  |
| * Are final numbers reported accurate? (E.g., does a number reported as a “total” actually add up?) |  |  |  |
| **Representativeness of Data** |  |  |  |
| * Is the sample from which the data are drawn representative of the population served by the activity? |  |  |  |
| * Did all units of the population have an equal chance of being selected for the sample? |  |  |  |
| * Is the sampling frame (i.e., the list of units in the target population) up to date? Comprehensive? Mutually exclusive (for geographic frames) |  |  |  |
| * Is the sample of adequate size? |  |  |  |
| * Are the data complete? (i.e., have all data points been recorded?) |  |  |  |
| **Recommendations for improvement:** | | | |
| **2. RELIABILITY—Are data collection processes stable and consistent over time?** | | | |
|  | **Yes** | **No** | **Comments** |
| **Consistency** |  |  |  |
| * Is a consistent data collection process used from year to year, location to location, data source to data source (if data come from different sources)? |  |  |  |
| * Is the same instrument used to collect data from year to year, location to location? If data come from different sources are the instruments similar enough that the reliability of the data are not compromised? |  |  |  |
| * Is the same sampling method used from year to year, location to location, data source to data source? |  |  |  |
| **Internal quality control** |  |  |  |
| * Are there procedures to ensure that data are free of significant error and that bias is not introduced? |  |  |  |
| * Are there procedures in place for periodic review of data collection, maintenance, and processing? |  |  |  |
| * Do these procedures provide for periodic sampling and quality assessment of data? |  |  |  |
| **Transparency** |  |  |  |
| * Are data collection, cleaning, analyses, reporting, and quality assessment procedures documented in writing? |  |  |  |
| * Are data problems at each level reported to the next level? |  |  |  |
| * Are data quality problems clearly described in final reports? |  |  |  |
| **Recommendations for improvement:** | | | |