**Program**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **M&E Person**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | YES | NO | COMMENTS |
| DATA COLLECTION METHOD | | | | |
| 1 | What kind of data collection method have you implemented since the start of the program? | | |  |
| 1.1 | Survey |  |  |  |
| 1.2 | Interviews |  |  |  |
| 1.3 | Focus group |  |  |  |
| 1.4 | Baseline/mid-term Assessments |  |  |  |
| 1.5 | Questionnaire, observation, or Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| DATA COLLECTION TOOLS | | | | |
| 2 | Which data collection tools were used by the program (electronic or paper-based form) | | |  |
| 2.1 | Paper based (then data entered to data entry forms) |  |  |  |
| 2.2 | ODK/Ona/Survey CTO/CommCare |  |  |  |
| 2.3 | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| DATA VOLUME, FORMAT, STORAGE LOCATIONS | | | | |
| 3. | Where do the dataset stored & in which format? | | |  |
| 3.1 | Personal Computer/ Excel/Access/CSV |  |  |  |
| 3.2 | Google shared folder/ Excel/Access/CSV |  |  |  |
| 3.3 | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 4 | How many of these datasets is still available & accessible on a Server (if electronic form used)? | | |  |
| 4.1 | Ona/ODK server (CSV) |  |  |  |
| 4.2 | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  |  |  |  |  |