



Data Quality Assurance (DQA) Experience

of
Bangladesh MYAPs

CARE - SHOUHARDO II, Save the Children - Nobo Jibon and PROSHAR - ACIDI/VOCA

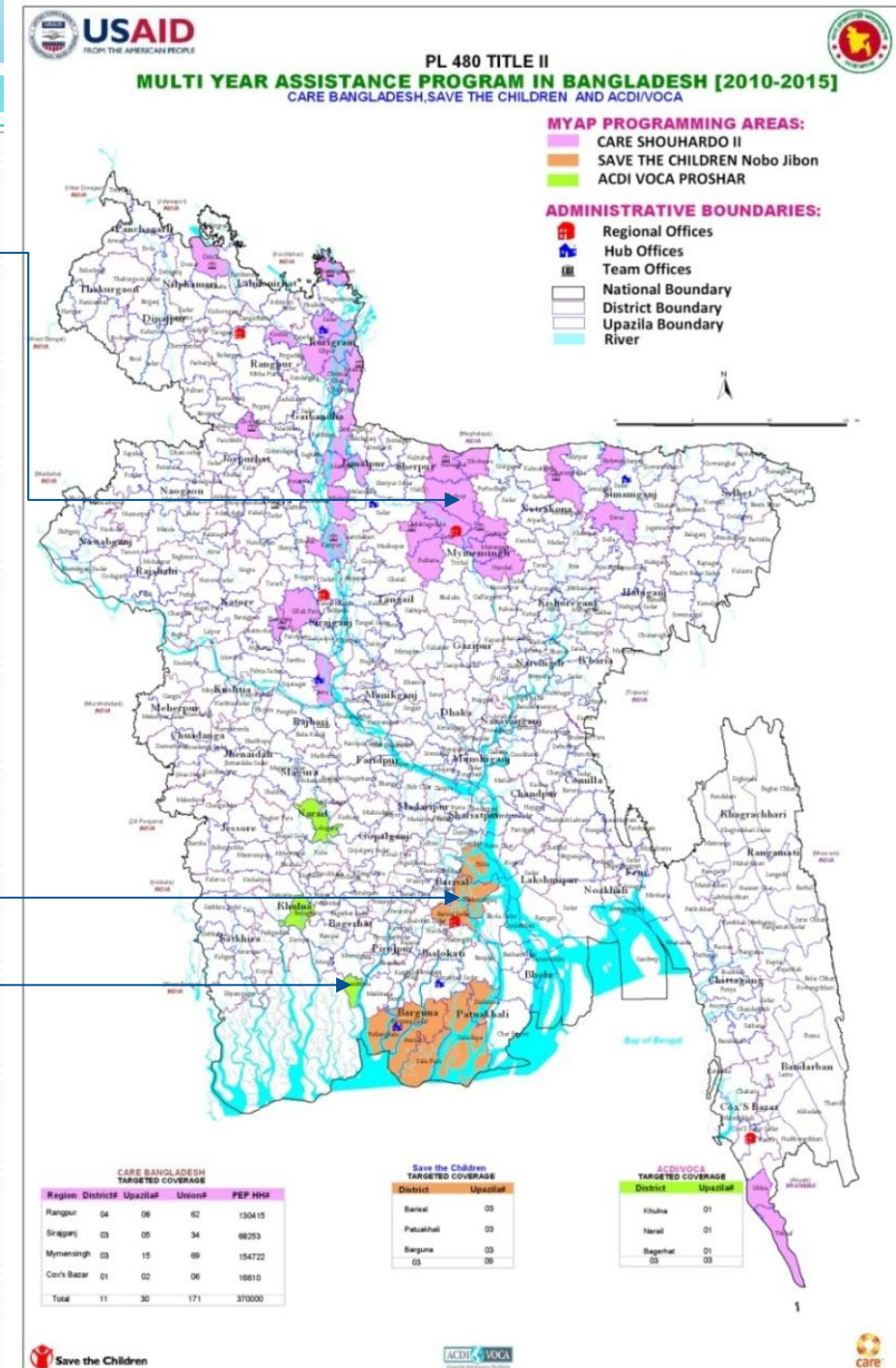
Presenters:

AKM Abdul Wadud, Toufique Ahmed & Rozena Begum



Three Title II MYAPs in Bangladesh

- **CARE/SHOUHARDO II** program working with the GoB and local and international partners in 11 districts in the North Char, Mid Char, Haor, and Coastal Regions impacting 1.85 million poor people.
- **Save the Children/Nobo Jibon** program working with the GoB and local partners in 3 districts of Barisal Division and impacting up to 1 million poor people.
- **ACDIVOCA/PROSHAR** working with USAID, GoB and international and local partners in 3 districts in Khulna Division and impacting up to half million people.



Title II Programs in Bangladesh

Goal and Objectives	Nobo Jibon	PROSHAR	SHOUHARDO II
<p>Goal: <i>(Intended to reduce food insecurity among vulnerable populations)</i></p>	<p>Reduce food insecurity and vulnerability for 191,000 households (or nearly 1 million people) in nine Upazilas of Barisal Division over five years</p>	<p>Reduce Food Insecurity Among Vulnerable Rural Population in 3 Select Upazilas in Khulna Division</p>	<p>Transform the lives of 370,000 Poor and Extreme Poor (PEP) households in 11 of the poorest and most marginalized districts in Bangladesh by reducing their vulnerability to food insecurity</p>
<p>Objective: <i>(Increasing the incomes of poor and extremely poor households)</i></p>	<p>Poor & extremely poor households have increased production and income</p>	<p>Incomes and access to food of poor and ultra poor households improved</p>	<ul style="list-style-type: none"> • "Availability of" and "access to" nutritious foods enhanced and protected for 370,000 poor & extreme poor (PEP) • Local elected bodies and government service providers responsiveness and accountability to the poor & extreme poor (PEP) increased

Title II Programs in Bangladesh

Goal and Objectives	Nobo Jibon	PROSHAR	SHOUHARDO II
<p>Objective: <i>(Reducing chronic malnutrition among children < 5)</i></p>	<p>Improved health and nutritional status of children less than five years of age and pregnant/lactating women</p>	<p>Health of pregnant and lactating women (PLW) and children under 5 (with particular attention to children under 2) improved.</p>	<ul style="list-style-type: none"> •PEP women and adolescent girls empowered in their families, communities and Union Parishad •Improved health, hygiene and nutrition status of 176,706 children under 2 years of age
<p>Objective: <i>(Disaster Climatic Risk Management)</i></p>	<p>Households in targeted communities protect their lives and assets and quickly resume livelihood activities following natural disasters</p>	<p>Institutions and households prepared to respond effectively to shocks</p>	<p>Targeted community members and government institutions are better prepared for, mitigate, and respond to disasters and adapt to climate change</p>

DQA Scope for MYAP

What types of data	Who collects data?	Who does DQAs?	Frequency
Regular monitoring	Staffs (CS + PNGO)	M&E + Program staff	Yearly/Monthly/As per need
Annual Surveys/ Semi-Annual Survey	External Enumerators + Staffs (CS + PNGO)	M&E + Program staff	Yearly
Other sources (special studies/assessment)	Staffs (CS + PNGO)	M&E	Yearly/As per need
GMP-ANC/Community based services	Volunteers + Front line staff	M&E + Program staff	Monthly
PM&E Sessions	Front line staff	Supervisor + Technical + Mgt teams	

USAID, External and Internal Audit, HQ staff

DQA in surveys

STEPS & AREAS OF SURVEYS

Protocol & Questionnaire design

Surveyor training

Beneficiaries selection as per sampling

Data collection
(PDA/Smartphone/Paper)

Data entry

Data cleaning & management

Data Analysis

Post survey DQA

DQA EXAMPLES

Design, Logic, relevance, skip rules, usage, response etc.

Pre & Post test, field test, quiz, role play, Observation etc.

Sampling, Oversee during and check after data collection

Validation, skip Rules, ranges, Online link with database server,
oversee process-collection
(PDA, Smartphone) & Paper

Supervision, Validation, skip Rules, ranges

Logical check, filtering, trends, outliers tracking,

Syntax, calculations etc.

Beneficiary checking, Data validation, etc.

DQA in Routine monitoring

STEPS & AREAS OF MONITORING

DQA EXAMPLES

Questionnaire/tools design

Logic, relevance, rules, usage, response etc.

Enumerators' training/capacity dev.

Pre & Post test, field test, quiz, role play, Observation etc.

Beneficiaries selection as per sampling

Sampling design, Oversee during and check after data collection

Data collection
(PDA/Smartphone/Paper)

Validation, skip Rules, ranges, Online link with database server,
oversee process-collection
(PDA, Smartphone) & Paper

Data entry

Supervision, Validation, skip Rules, ranges

Data cleaning & management

Logical check, filtering, trends, outliers tracking,

Data Analysis

Syntax, calculations etc.

Post monitoring DQA

Beneficiary checking, Data validation, etc.

Elements of DQA described in the M&E plan

- A list of indicators that will be reviewed each year/ event
- Timeframe: frequency and duration
- Description of tools used
- A list of quality standards that will be reviewed as a part of the DQA
- Who will participate in the DQA: roles and qualifications

Data Management and Safeguard Plan

- **Strategies to safeguard beneficiary confidentiality**
 - Don't use the name & address while sharing the data until essential
 - Take consent in data collection, where required
- **Systems to store/maintain original data files/project records**
 - Preserve paper copies in safe custody
 - Store master file (electronic data) in several places (Hard-drive, External HDD, or other media - DVD)
 - Password protected as per defined users' privilege
 - Access restricted to non-concerned

Data Management and Safeguard Plan

- **Database management (back up)**
 - Dbase structure
 - M&E lead is responsible for ensure management
 - Backup frequency (Weekly/Monthly)
 - Virus protection
 - Place of data storage

Difference of Internal & External DQA (New)

Area of Difference	Internal	External
Definition	Implementing Primary recipient carries out the DQA.	USAID carry out the DQA
Frequency	At least yearly.	Yearly
Rigor	Non representative way.	Non-representative mostly. But has provision of representative as well.
Focus	Mainly to different data sources and key indicators.	Only key indicators (FFP, FTF, F)
Who does?	Key M&E personnel of project led by M&E point person.	From FFP/FTF offices locally.
Budget	Budget provisioned within project level M&E cost.	USAID bear the cost separately out of the project cost.
Purpose	Ensure the data quality and compliance to USAID.	Verification of project data, process and reporting as a mandate of USAID.

Benefits

- Preventive than curative
- Contributing significantly in programmatic decision as confidence increases
- More accuracy and security
- Improvement for program interventions
- Internal and external audit and control
- Enhance accountability and program ownership increases
- Reduce potential anomalies
- Right information right decision at right time
- Serve the right people
- Reduce post hustle
- Works better if
 - transparent
 - Clarify the purpose / objectives

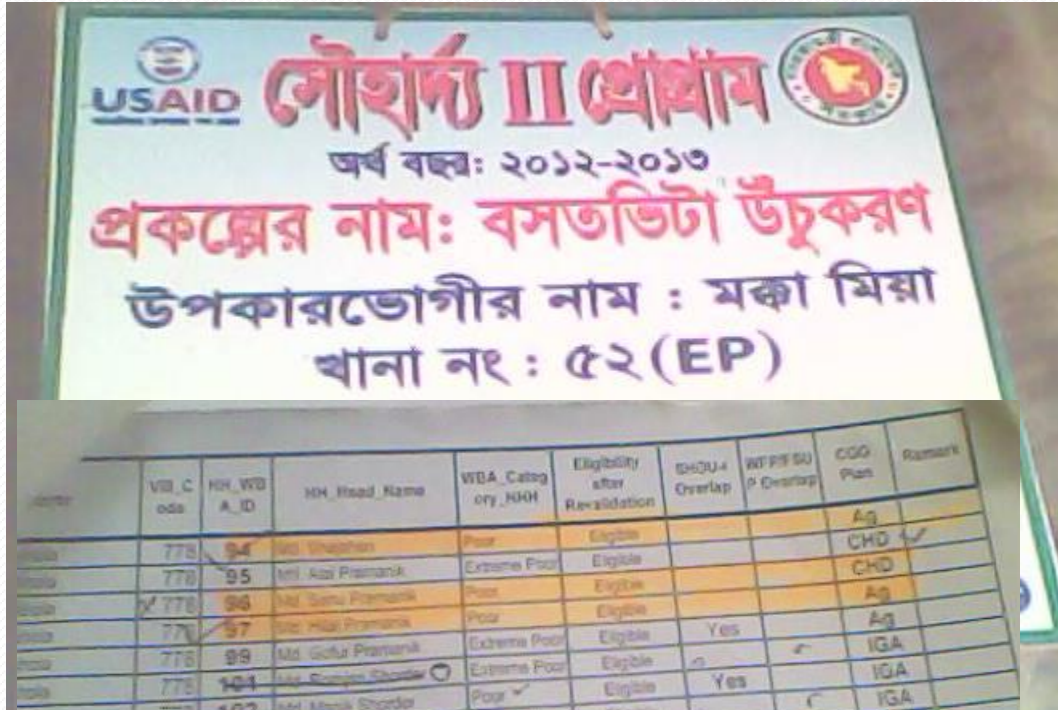
Few challenges

- Staff turnover
- Staff time
- Political unrest

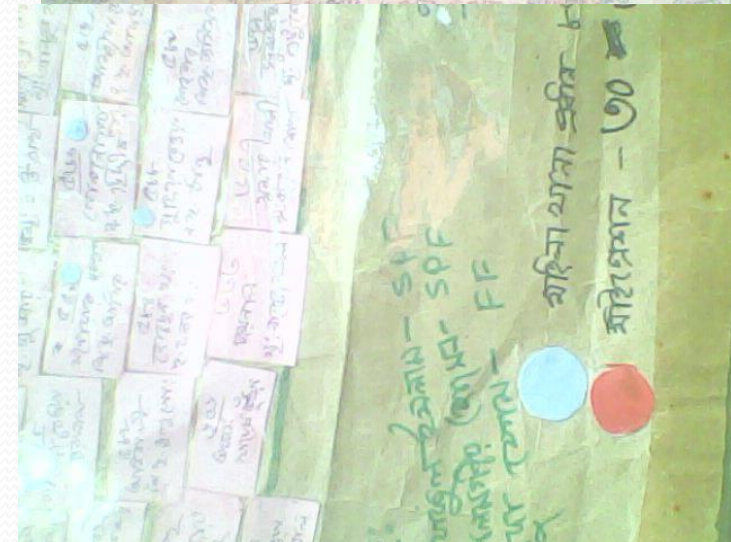
DQA snapshot (USAID & Internal)



DQA snapshot (USAID & Internal)



HH ID	VII_C Code	HH_WD A_ID	HH_Head_Name	WBA_Catg ory_NHH	Eligibility after Revalidation	D4DU+ Overlap	WFP/FSU P Overlap	COG Plan	Remark
778	94		Mt. Shaban	Poor	Eligible			Ag	CHD
778	95		Mt. Aziz Premank	Extreme Poor	Eligible			CHD	
778	96		Mt. Samu Premank	Poor	Eligible			Ag	
778	97		Mt. Hazi Premank	Poor	Eligible	Yes		Ag	
778	99		Mt. Gofu Premank	Extreme Poor	Eligible			IGA	
778	101		Mt. Ramjan Shoror	Extreme Poor	Eligible	Yes		IGA	
778	102		Mt. Manik Shoror	Poor	Eligible			IGA	
778	103		Mt. Motbar Shoror	Extreme Poor	Eligible			CHD	
778	104		Mt. Entaj Premank	Poor	Eligible		Yes	IGA	
778	105		Mt. Shabtan Shoror	Poor	Eligible			IGA	
778	111		Mt. Shoror	Extreme Poor	Eligible		Yes	IGA	
778	112		Mt. Shoror	Extreme Poor	Eligible		Yes	IGA	
778	113		Mt. Shoror	Poor	Eligible		Yes	IGA	
778	117		Mt. Ali Shoror	Poor	Eligible		Yes	IGA	
778	119		Mt. Jali Shoror	Poor	Eligible		Yes	CHD	
778	120		Mohammad Ali Shoror	Poor	Eligible			IGA	
778	123		Mt. Abdul Azeed	Poor	Eligible	Yes		FISH	
778	124		Mt. Farid Shoror	Extreme Poor	Eligible			IGA	
778	125		Mt. Farid Shoror	Poor	Eligible			IGA	





EXAMPLE OF DQA TOOLS

DQA (Internal Checklist)

M&E system checklist

Answer and discuss each question that are relevant (those with a checkbox) for the site/level you are visiting. (Answer code: No-not at all =1, Yes-partly =2, Yes- Completely = 3)	Level			Data Dimension addressed by the questions				
	Central Level	Aggregation Levels	Service Delivery Points	Validity	Reliability	Timeliness	Precision	Integrity
Clear data Management procedures available								
1. Are data aggregation, analysis and/or manipulation steps to be performed at each level of the reporting system clearly documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
2. A protocol for reviewing and validating reported data is available?		<input type="checkbox"/>	<input type="checkbox"/>					
3. Is there a data quality supervision mechanism (ex: work plan for data quality visits)?		<input type="checkbox"/>	<input type="checkbox"/>					
4. Is there a feedback mechanisms provide to all sub-reporting levels on the quality of their reporting?	<input type="checkbox"/>	<input type="checkbox"/>						
5. [If applicable] Are there procedures or safeguards to minimize data transcription when data from paper-based forms are entered into a computer (e.g., double entry, drop-list, post-data entry verification, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
6. [If applicable] Are there procedures or safeguards to ensure data quality when ICT devices are used to record and send data?		<input type="checkbox"/>	<input type="checkbox"/>					
7. [If applicable] Is there a written back-up procedure when data entry or data processing is computerized?	<input type="checkbox"/>	<input type="checkbox"/>						
8. [If applicable] Is there a written back-up procedure for when data entry is computerized or when ICT device are used?	<input type="checkbox"/>	<input type="checkbox"/>						
8.1 If yes, is the latest date of back-up appropriate given the frequency of update of the computerized system (e.g., back-ups are weekly or monthly)?	<input type="checkbox"/>	<input type="checkbox"/>						
9. Is there a codification system to avoid beneficiary double counting within and across Service Delivery Points?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
10. Is there a written instruction on when each sub-reporting level need to submit reports and data;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
11. Is there a written procedure to address incomplete and missing reports and data; including following-up with sub-reporting levels on?	<input type="checkbox"/>	<input type="checkbox"/>						
12. Is there clear instructions on how to file source of documentation, data collection tools and report at each level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Project database and linkage to CaPiSC available								
13. Is there a database recording & storing all the data required for ALL key indicator listed in the MEL plan indicator (such as number of	<input type="checkbox"/>							

15. Is there an input interface in the database for each indicator or group indicators?	<input type="checkbox"/>							
16. Is there a database manual with clear instruction on data entry?	<input type="checkbox"/>	<input type="checkbox"/>						
17. Is there a written procedure or algorithms for arriving at the value for each indicator?	<input type="checkbox"/>	<input type="checkbox"/>						
18. Is the database allow recording the data with the disaggregation level as required by MEL plan (i.e. sex, region, age etc....)?	<input type="checkbox"/>							
19. Are there mechanisms in place to prevent unauthorized changes in the database?	<input type="checkbox"/>	<input type="checkbox"/>						
20. Are relevant personal and sensitive data protected to ensure confidentiality?	<input type="checkbox"/>	<input type="checkbox"/>						
Clear M&E structure, function and capable staff available								
21. PMEP (or M&E and learning plan) clearly identifies positions that have data management responsibilities	<input type="checkbox"/>							
22. All M&E staff positions identified in the M&E and Learning plan/MEL) are filled	<input type="checkbox"/>							
23. A Job description for each M&E position is available?	<input type="checkbox"/>							
24. The COP, DCOP or senior staff has been identified for reviewing the aggregated numbers prior to the submission of reports the donors	<input type="checkbox"/>							
25. The data flow Chart has designated staff responsible for checking the quality of data received at each sub-reporting levels (e.g., regions, districts, service points).	<input type="checkbox"/>	<input type="checkbox"/>						
26. PMEP (M&E and learning plan or data management manual) clearly identifies the responsibility for recording the data of services on source documents is clearly assigned to the relevant staff.			<input type="checkbox"/>					
27. All ACIDI/VOCA's relevant staff have received training on the data management processes and tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
28. All partner's staff have received training on the data management processes and tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Clear Indicator Definitions & Reporting Guidelines (MEL plan) available								
29. Is there a Performance Indicator Reference sheet or Indicator protocol for each indicator?	<input type="checkbox"/>							
30. The definition of each indicator(s) has been shared with all relevant levels of the reporting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Standardized Data-collection and Reporting Forms / Tools available								
31. A standardized data collection tools document (ex: FFS Register) is developed for the use of all implementing partners including ACDIVOCA are using the same			<input type="checkbox"/>					
32. A Standardized reporting forms/tools across all reporting levels is developed for the use of all implementing partners including	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Example - tools

A. Physical observation/ verification by CARE staff at primary source

(This includes, but not limited to, physical observation, recall, re-mentoring, crosschecking of sampled household interviews and anthropometric measures (weight, height) physically, during or after the interviews and measures.

A: Name of CARE staff	B: Village (name/ code)	C: Nos. of HHs observed/ verified	D: HH UIDs	E: Questions Nos	F: Specific deviations/ anomalies	G: % of cases by type	H: Significance / Implication	I: Recommendation/s	J: Comments
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>	<i>i</i>	<i>j</i>

Insert rows as much as required

Overall Comments:

B. Desk/ Paper Review

(This includes, but not limited to, Key observation / findings based on the desk review/ verification of filled in survey questionnaires, examine data consistency, etc by CARE staff)

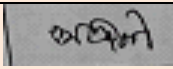
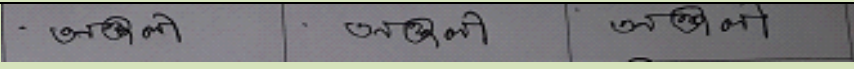
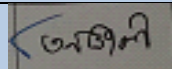
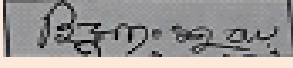
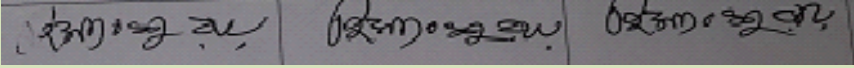
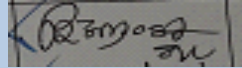
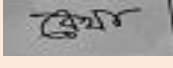
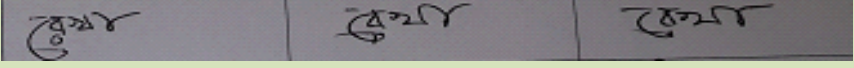
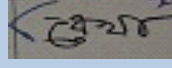

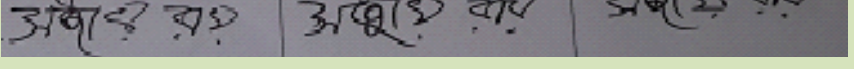
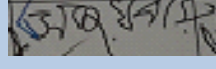

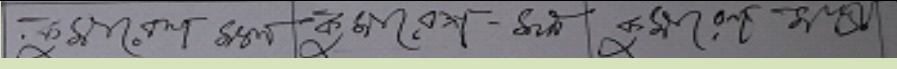
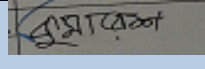
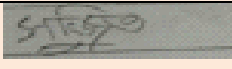
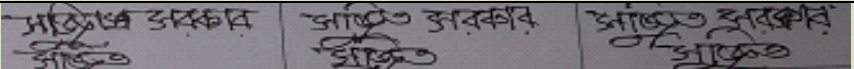
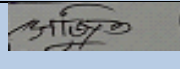

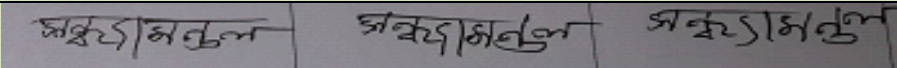
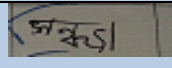
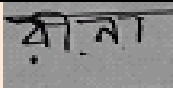
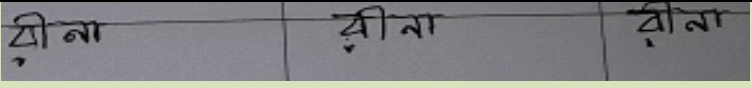
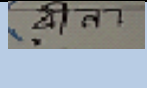
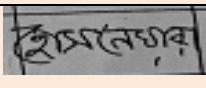
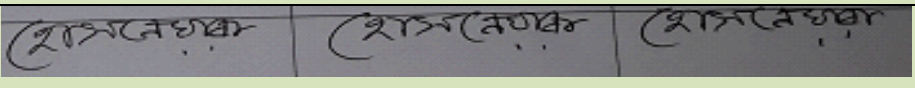
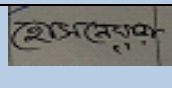

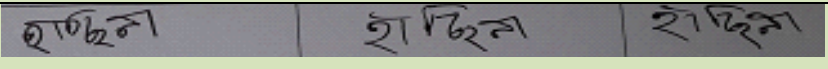
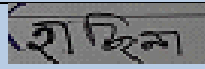
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<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>	<i>i</i>	<i>j</i>

Insert rows as much as required

Overall Comments:

Joint DQA-Example

1. Comparison:

Sl#	Name	Attendance Sheet Signature	Collected Specimens	Collected Specimens from Financial Documents	Remarks
1	Anjoli Mondal				Matched
2	Himangsu Roy				Matched
3	Rekha Roy				Matched
4	Sanjoy Roy				Matched
5	Kumaresh Mondal				Matched
6	Sujit Sarkar				Matched
7	Sandha Mondal				Matched
8	Rina Mondal				Matched
9	Hosneara Begum				Matched
10	Hasina Begum				Matched

Thanks

- Any question (?)