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MONITORING AND EVALUATION MANAGEMENT SERVICES
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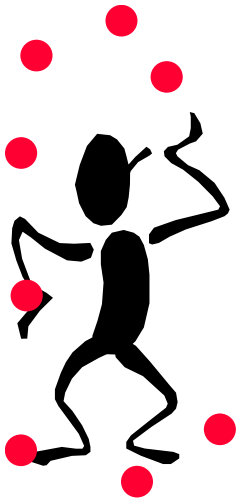
Data Quality Standards for USAID and Implementing Partner M&E Officers

Adapted from an August 2005 Presentation For USAID/Uganda Activity Managers

MSI



A Quick Review of USAID Information Quality Requirements

Where Can I find the USAID Data Quality Standards?

On-line at www.usaid.gov

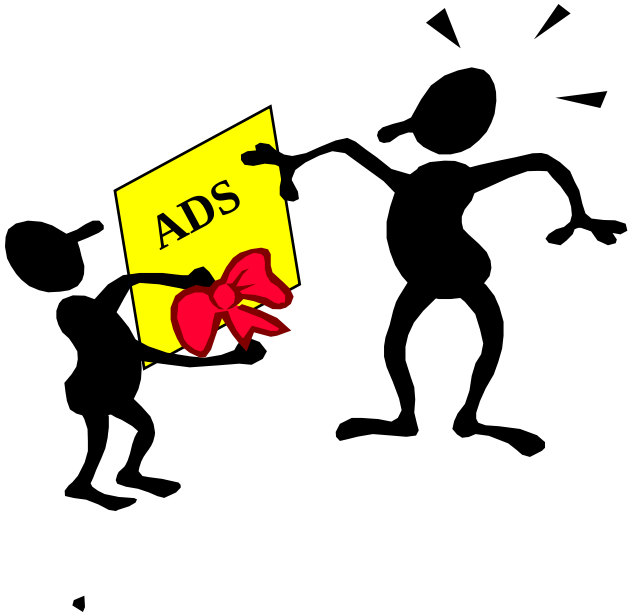
Under POLICY on the Menu.

Under Automated Directive System (ADS)

- **USAID ADS 203 references to Data Quality**
- **USAID ADS 578 Information Quality Guidelines**

Who is Responsible for USAID Information Quality?

Me? Are you saying that I'm responsible for USAID information quality?



Originating offices must review information products for compliance with USAID's Information Quality Guidelines (ADS 578) at every step, including the creation, collection, and maintenance of information, before it is disseminated.

When Do USAID Data Quality Guidelines Apply?

They apply when:

- **USAID produces information mainly for public dissemination, not primarily for internal use;**
- **USAID or an implementing partner releases the information under USAID "sponsorship" – meaning the information is disseminated on USAID's behalf, and**
- **The information represents USAID's official position.**

To What Kinds of Documents Do these Standards Apply?

Planning and Management Information

- **Program policy and strategy planning documents.**
- **Program reviews**
- **Development activity analyses**
- **Design and authorization documents, including data collected on PMP indicators**

Programs, Products and Services Information

- **Program development activity performance, results and evaluation reports.**
- **Procurement and assistance opportunity announcements.**

Be Systematic

Standard by Standard

- Validity
- Reliability
- Precision
- Integrity
- Timeliness
- Usefulness

Validity

- **On the face of it, are the data logically linked to the result USAID is trying to measure or to an evaluation question?**
- **Did the data collection instruments focus on the information needed to answer the question or measure performance?**

Reliability

- **Did everyone who collects the data do it the same way? Were the data collectors adequately trained?**
- **Were the same procedures and instruments used at every site or every year (for measuring indicators)?**
- **If a sample was drawn, were the same sampling techniques used every time or in every location?**
- **Were the same data analysis processes used each time?**

Accuracy and Precision

- **Were answers vague (more, some) or was a count or percentage provided?**
- **Was a number of cases represented by a percentage indicated (N =)**
- **Were there expectations about accuracy (margin of error) ? 90% confidence that the data provide provide a true picture, +/- 5%.**
- **Were accuracy expectations met?**

Integrity

- **Is there any incentive that might encourage intentional manipulation of the data?**
- **What safeguards exist that protect against deliberate data manipulation?**
- **Were data checked when they were turned in and found to be error free?**
- **Were there opportunities for transcription errors and how were they handled?**

Timeliness

- **Did the evaluation authors meet their submission deadlines for draft and final reports?**

- **Were performance reports delivered on time?**

  Available frequently enough to be useful – ***must be available every year, or automatically reported as a "data limitation"*** ***(ADS 203.3.4.2)***

  Presented on a fiscal year basis -- automatically document as a data limitation if it is not – ***must be available on a fiscal year basis, or automatically reported as a "data limitation."*** ***(ADS 203.3.8.2)***

Usefulness

- **Is the presentation of data or findings clear and and easy for readers to understand.**
- **Is there a clear and logical relationship between data (findings) and conclusions and recommendations that are offered?**
- **Are recommendations practical and specific, rather than vague?**
- **Is it clear who needs to take action on each recommendation?**