

TRIP REPORT

Submitted to: Dr. Isaac Amuah, Chief of Party
Dr. Thomas Cassidy, Harvard Graduate School of Education

Submitted by: Rebecca Rumbaugh

Project: QUIPS PME

Consultancy Period: November 7 – November 20

The Terms of Reference for this consultancy outline the following activities:

Scope of Work:

- 1) Test the revised database application using real data from FY2001.
- 2) Develop and test the reports generated from the application using real data from FY2001.
- 3) Train key USAID/EHRDO, TMG and GES staff in the use of the database application, particularly for the purposes of generating the annual R4 reports.
- 4) Provide one formal demonstration (e.g. half day) of the uses of the database to QUIPS Partners.

Deliverables:

- 1) Final set of technical documents associated with the integrated database, including:
 - the final list of table structures;
 - documentation of any import and export routines and instructions for generating reports;
 - Sample report for all SO and IR indicators associated with the SO2 Results Framework.
- 2) Train key USAID/EHRDO, TMG and GES staff in the use of the database application, particularly for purposes of generating the annual R4 reports.
- 3) Trip report, which includes an account of the consultant's daily activities and meetings.

Meetings and training sessions were conducted with USAID and the QUIPS partners in the design and use of the QUIPS Integrated (QUIPSID). The initial meetings confirmed that the application model developed in April 2001 will accommodate the collection and reporting requirements for producing the Strategic Objective Performance Tables (SOPT) used in the Results Review and Resource Request (R4) report. Ms. Emma Gyamera of the Performance Monitoring and Evaluation (PME) project served as the full-time counterpart for all activities during this consultancy.

At our meeting with Community School Alliance (CSA) on November 9, we were advised that the collection instruments and calculations for determining high performance have been modified and will apply to half of the cohort four communities and all subsequent cohorts. The first four and a half cohorts will continue to use the earlier collection instrument. The complexity of developing a community based high performance calculation feature is beyond the current scope of work. As a result, CSA has agreed to provide all of the detailed ratings for each data items and the high performance results (pass/fail) calculated. The CSA calculated high performance measures will be used to populate the SOPT with the ratings submitted for manual verification and audit.

The preliminary meeting with Improved Learning through Partnership (ILP) was held on November 10. We discussed the challenges they experienced in processing their data into the required format for meeting the QUIPSID technical specifications. After the meeting was concluded, the ILP staff reviewed and refined their data and submitted the final version the following day.

Data was received from Catholic Relief Service (CRS) via e-mail on November 14. Ms. Gyamera reviewed this data and found that the format and contents did not conform to the technical requirements. A special training session was held for the CRS representatives to review data elements and calculations in an effort to improve their data integrity and submission process. CRS submitted Classroom Observation data for 2000 and 2001, Community Best Practice data for 2000, and School Management data for 2001 on November 19. The Community Best Practice, Community-School Improvement Plan, and District Management data for 2001 are still outstanding.

Two training sessions were conducted on November 15 on the use of the QUIPSID. These sessions were designed to provide hands-on experience with the application for creating data topics, importing, managing, and exporting data.

For the session conducted for USAID, training was customized to include all aspects of generating the R4 report. The session conducted at USAID was attended by:

Abdul - Razak Umar (MOE)
William Osafo (USAID)
Jennifer Randolph-Koranteng (USAID)
Wendy Aboadi (USAID)
Elsie Menorkpor (USAID)
John Viala Elphson (PME)
Emma Gyamera (PME)

The second training session was held for the information technicians from CRS, CSA and ILP. In addition to the hands-on training on the use of QUIPSID, technical requirements and issues were discussed regarding data consistency across projects. The technical specifications are documented in the QUIPS manual. This training session was attended by:

- Thomas Wobil (CRS)
- Richard Yakubu (CRS)
- Fifi Manual (ILP)
- Samuel Mensah (ILP)
- Johnson Boakye (CSA)
- Immanuel Akye - Cofie (CRS)
- Richard Vomowor (PME)
- John Viala Elphson (PME)
- Gerald Ashong (PME)
- Micheal Sowah (PME)
- Emma Gyamera (PME)

A final demonstration was conducted for various stakeholders on November 16 in the Lincoln Room at USAID. The functional purpose of generating the SOPT and the added benefit of creating a data-rich research tool was discussed during the introduction. Emphasis was placed on the importance of reporting all data in an effort to identify all exceptional schools and communities. We also discussed responsibilities of each partner for ensuring data integrity. The lack of historical data for verifying the calculations produced by the QUIPSID system must be critically reviewed to ensure that accurate results are produced. The need for a formal information and communication policy was addressed to ensure that all sensitive data is shared in an ethical manner. After the opening discussion, the application was presented followed by a question and answer session. The demonstration was attended by:

- Lisa Franchett (USAID)
- William Osafo (USAID)
- Jennifer Randolph-Koranteng (USAID)
- Wendy Aboadi (USAID)
- Elsie Menorkpor (USAID)
- John Viala Elphson (PME)
- Emma Gyamera (PME)
- Thomas Wobil (CRS)
- Richard Yakubu (CRS)
- Fifi Manual (ILP)
- Samuel Mensah (ILP)
- Johnson Boakye (CSA)
- Immanuel Akye - Cofie
- John Viala Elphson (PME)
- Emma Gyamera (PME)
- Dr. Isaac Amuah (PME)
- Dr. Rudi Klauss (PME)
- Mr Addae Boahen (CSA)
- Kay Leherr (CSA)
- Seth Spaulding (CSA)

While the application has been completed and presented to USAID and the QUIPS partners, there are many additional features that would enhance and expand the functionality of QUIPSID:

Standardized Reports

Currently, the application calculates and generates the information needed to generate the SOPT but does not include any other standardized reports. The development of standardized reports to support manual auditing of the calculations and data would enhance the system significantly.

Security

Issues and features for providing security must be considered and incorporated into future iterations of this program. These standards must be formalized with potential data sources and users of the QUIPSID.

Training

Training during this consultancy was limited to the use of QUIPSID and not included extended training in the concepts and utilization of data integration. Extensive training in the use of Microsoft Access for generating queries and reports will enable users to fully utilize this data-rich application.

The exercise of building this application has produced well-defined data requirements for the QUIPS partners. The process of defining and developing these formats was a cooperative effort of USAID and QUIPS partners. As a result of this collaboration, the content, consistency and integrity of QUIPS data has been standardized and significantly improved.

Rebecca Rumbaugh
QUIPS PME Consultancy
Daily Journal of Activities
 November 7 -- November 20

Date	Description of Activities and Meetings
November 8	Review of application and initial training and testing of current data submissions.
November 9	Meeting with USAID (am) and CSA (pm). Continued testing and training on data imports with documentation creating optimal import files from various software platforms.
November 10	Revisions to application based on CSA collecting and reporting revisions.
November 11	SOPT calculation review with 2001 data received to-date.
November 12	Meeting with MOE and CSA and continued application development.
November 13	Review and test data submitted from CSA. Continued testing and refinement of application. Meeting with ILP.
November 14	Training, testing and refinement of data import with major emphasis in analyzing and correcting import file errors. Prepare training material
November 15	Conduct two training sessions on the use of the QUIPS Integrated Database Reporting (QUIPSIDR) Application.
November 16	Demonstration of QUIPSIDR at USAID and technical development for CRS.
November 17	Incorporate refinements and enhancements identified during training sessions.
November 18	Complete users guide and technical documentation
November 19	Complete Trip Report and submit data received to-date

R. Rumbaugh
 November 19, 2001

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