



THE USAID JALIN PROJECT DATA MANAGEMENT PLAN

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TABLE OF CONTENTS

Acronyms.....	2
Collected Data.....	3
Data Collection Processes	4
Data Processing and Storage.....	4
Data Formats and Meta Data.....	4
Quality Assurance and Controls.....	5
Policies and Practices for Protecting, Accessing, Sharing, and Reusing the Data.....	6
Evaluating the Success of the Data Management Plan.....	6
Budget.....	Error! Bookmark not defined.

ACRONYMS

COP	Chief of Party
COR	Contract Officer's Representative
DQA	Data Quality Assessment
IPTT	Indicator Performance Tracking Table
IT	Information Technology
M&E	Monitoring & Evaluation
MELA	Monitoring, Evaluation, Learning, and Adaptation
PIRS	Performance Indicator Reference Sheet
TAMIS	Technical and Administrative Management Information System

COLLECTED DATA

The sources of data that will be collected during implementation of the USAID Jalin Project (hereafter referred to as “Jalin” or the “Project” will include but will not be limited to: 1) routine quantitative data that is included in the Indicator Performance Tracking Table (IPTT) to monitor Jalin progress; 2) quantitative and qualitative data from complexity-aware monitoring approaches as well as ongoing project implementation, learning, and adaptation activities; 3) quantitative and qualitative data generated by Jalin partnerships that are guided by discrete Monitoring, Evaluation, Learning, and Adaptation (MELA) Plans (as described in the Year 1 Work Plan); and 5) secondary data from Government of Indonesia (GOI) sources and other USAID-funded maternal and newborn health (MNH) partners.

ROUTINE QUANTITATIVE DATA: A list of indicators is included in Jalin’s MELA Plan.

COMPLEXITY-AWARE AND ONGOING PROJECT MONITORING DATA: Jalin will collect and enter quantitative and qualitative information in the Project’s Technical and Administrative Management Information System (TAMIS) and other data repositories, as appropriate. Complexity-aware monitoring data will complement formal M&E indicator data, both of which will be included in Quarterly and Annual Reports. Complexity-aware monitoring data will provide valuable context and nuance to Jalin’s work, and a deeper understanding of intended and unintended outcomes.

QUANTITATIVE AND QUALITATIVE DATA FROM PARTNERSHIPS: Data from Jalin partner MELA Plans will be collected, stored, analyzed, and reported on by local partners and synthesized by Jalin. Data management processes and systems will be clearly presented in respective MELA Plans

SECONDARY DATA FROM GOI AND OTHER USAID-FUNDED SOURCES: Jalin will collect and use secondary data from GOI and other USAID MNH sources. This data will inform and complement primary data and guide Jalin monitoring, learning, and evaluation. This data will be alphanumeric and will be stored on Jalin’s server. Any necessary coding will align with appropriate analysis modalities.

DATA COLLECTION PROCESSES

Jalin will deploy a comprehensive monitoring information technology (IT) system to support data management that will include TAMIS. A suite of solutions for each step of the data management process will provide tools that complement Jalin's MELA Plan and other protocols developed for data collection, quality control, and reporting. The monitoring IT system will provide Jalin and DAI Home Office staff access to real-time data dashboards on targets for performance indicators and analysis on project data, and therefore inform rapid and continual learning and adaptation.

Jalin's MELA Director will oversee all input, output, and outcome data collection, storage, analysis, and reporting. Indicator types will determine data collection methods and tools such as paper- or web-based forms, tablet- or phone-based surveys. Collection methods will determine how data is stored via manual entry into or direct uploads to TAMIS, or other systems, as appropriate. Jalin will consider the cost, speed, and overall project needs when determining data management methods. Details of data management will be clearly presented in each Performance Indicator Reference Sheet and in Jalin data collection protocols and submitted to USAID for approval with the final MELA Plan.

DATA PROCESSING AND STORAGE

TAMIS is a password protected system that permits online review and approval of consultancies, travel, procurement, grant agreements, grant reports, and other project management tasks. The M&E Specialist will be responsible for ensuring completeness and quality of all MELA data in accordance with established Jalin protocols.

Jalin will ensure data security and confidentiality to protect personal identity information, both in hard copy and digital files. Hard copy files will be kept in locked filing cabinets and labelled with the date of data collection, the location from which the data was collected, and the person who collected the data. Access to hard copy documents will be determined by the COP and MELA Director in accordance with established protocols and authorities on an as-needed basis. Digital file protection and access protocols will be equally rigorous.

As detailed in the MELA Plan, Jalin will regularly analyze collected data to inform understanding of Jalin's progress towards achievement of planned outputs and outcomes and facilitate responsive adaptive management decisions and ultimately lead to sustained results and impact. Analysis will include statistical and mathematical analysis to calculate performance indicator results.

DATA FORMATS AND META DATA

The majority of Jalin data formats will be in alphanumeric characters and will not require special coding or interfaces to facilitate analysis.

QUALITY ASSURANCE AND CONTROLS

All M&E data will conform to five principles of high-quality data: validity, precision, reliability, integrity, and timeliness. To ensure these principles are met, data quality audits for each indicator will be conducted once a year. Following each data quality audit, Jalin’s MELA Director will lead a review process and present findings and recommendations for action.

As described in the MELA Plan, the MELA Director will conduct a monthly review of performance data to identify and correct any inconsistencies. Upon USAID approval, and complementing regular internal data quality assurance activities, Jalin will work with the Home Office to conduct a comprehensive data assessment between the 12th and 18th month of project implementation. DAI best practices recommend conducting this assessment early to identify any problems and risks, determine mitigation methods, and take corrective action to ensure quality.

DQA Process Steps	Actions
1. Prepare the DQA team	<ul style="list-style-type: none"> Identify members of Jalin staff that will conduct field-level DQAs. Train staff for collecting data using standard forms;
2. Develop the approach and schedule	<ul style="list-style-type: none"> Prepare the calendar for DQAs. The MELA Director and M&E Specialist will provide guidance on the objectives and process to those involved in DQAs.
3. Identify the indicators to be included in the review	<ul style="list-style-type: none"> Conduct DQAs on all core indicators for USAID. Conduct DQAs on indicators with suspected issues. Conduct DQAs on indicators for important areas.
4. Categorize indicators	<ul style="list-style-type: none"> Categorize indicators into outcome and output indicators and develop DQA tools that assess the data collection systems for both.
5. Conduct staff meetings to review DQAs	<ul style="list-style-type: none"> The MELA Director and the M&E Specialist will explain the purpose and process for conducting the DQA, explain the standards for each indicator, and identify issues that require follow-up or special attention.
6. Schedule DQA sessions with implementing partners (IP)	<ul style="list-style-type: none"> Have discussions with local partners on the DQA process and collect information from them on the data and potential issues.
7. Complete the DQA checklist for each indicator	<ul style="list-style-type: none"> To what extent does the data collected meet the standards of: <ul style="list-style-type: none"> Validity Integrity Precision Reliability Timeliness Does data collection process align with indicator definition(s)? Is data appropriately transferred from the field to first level of aggregation, second level and so forth? Does a random sample of data collected centrally align with the found in the field office?
8. Debrief on main findings to IP office	<ul style="list-style-type: none"> Clarify any outstanding issues. Provide initial verbal report back on key findings of DQA.
9. Write up DQA report, recommendations and action points for improvement	<ul style="list-style-type: none"> Identify all areas that need attention. Make clear and actionable recommendations. Agree a timeline with implementing partner for implementation of recommendations.

In addition to the planned DQA procedures described above, Jalin will fully cooperate with any external DQAs initiated by the USAID.

POLICIES AND PRACTICES FOR PROTECTING, ACCESSING, SHARING, AND REUSING THE DATA

Jalin databases will be backed-up automatically on a regular schedule and a copy kept in a secure location separate from the server.

- The M&E Manager will ensure weekly backup of data onto an external hard drive that will be secured by the MELA Director;
- Software-based back-up protocol for monthly digital data backups;
- Weekly data back-ups for all regional staff;
- Updated antivirus software installed on all Project computers and updated regularly;
- Windows and other software updates on all computers to prevent malware infections; and
- Staff will always keep offices and/or computers locked.

Jalin will coordinate with USAID to ensure agreement on all data management processes, systems, tools, and dissemination protocols.

Noting that Jalin is committed to sharing data to foster systems level change, access to data by partners will be governed by data sharing agreements and will be at the discretion of the COR and in accordance with ADS 579, USAID's policy on sharing Agency-funded data for public benefit, while ensuring proper protections for privacy and national security. Jalin will submit datasets to the Development Data Library (DDL) in machine-readable, non-proprietary formats.

Data will be made available to the Developmental Evaluation partner, as relevant.

Jalin Quarterly Progress Reports, and Annual Performance Reports will contain information on actual accomplishments against targets set for the period; reasons for deviation (if any); anticipated future problems, delays, or conditions that may affect implementation; management; security; and the status of finance and expenditures. These reports will be submitted within 30 days of the completion of the reporting period.

EVALUATING THE SUCCESS OF THE DATA MANAGEMENT PLAN

Jalin data management will be successful if all data is considered complete, accurate, relevant, and is available in a timely manner to contribute to routine reporting and ad hoc requests. Success will also be defined by the clarity of the data reported to external audiences.