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Data Analysis, Interpretation, Presentation and Management Workshop II Report



Desmond Tutu Conference Center, Nairobi, Kenya

April 18 - 22, 2022

a) Background

Kindernothilfe engaged the professional services of two Consultants to undertake a capacity development workshop for its Partners on Data Analysis, interpretation, presentation and management. The workshop was a culmination of different preparatory activities that included the following;

- Review of partners action plans and backstopping sessions with each partner
- Development of a detailed training framework
- Preparation of the training content, including PowerPoint presentations, practical group exercises, handouts and other relevant materials

b) Training objective

The main objective of the workshop was to enhance the Partners' understanding and application of;

1. Key Data Analysis concepts and terminologies
2. Methods of Data Analysis
3. data interpretation and use for project decision making
4. results based report writing using the revised annual report template

c) Workshop Overview:

The Workshop covered the following key topics (full Training Schedule in Annex 1):

Day	Topic
1	<ul style="list-style-type: none">• Virtual Workshop Recap and Feedback on backstopping• Partners presentations and cross learning experiences sharing on pretested data collection tolls and data sets• Partner presentations on their experience with data basing strengthening• Purpose of Data Analysis• Addressing gaps from Virtual Workshop, Backstopping & Partner presentation.
2	<ul style="list-style-type: none">• Data Management• Introduction to Data processing and techniques• Quantitative Data Analysis
3	<ul style="list-style-type: none">• Qualitative data analysis• Data visualisation/Presentation• Data Interpretation• Roles in Monitoring system during analysis and interpretation of data
4	<ul style="list-style-type: none">• Annual Project reporting• Monitoring Policy• Action planning

d) Training methodology:

The Facilitators applied adult learning and participatory training approaches such as daily recap sessions, pre- and post-session knowledge assessment using *Kahoot* app exercises, PowerPoint presentations, interactive plenary discussions, practical group exercises, buzz groups, role plays, sharing of participants' experiences, peer review and feedback sessions, among others. Partners were able to apply learnings to their actual projects and use this to improve their own processes and learn from each other. The plenary discussions and buzz groups exercises used helped participants apply the skills learnt.

e) Participants' daily evaluation:

The Facilitators reviewed participants' feedback received through the completion of the Daily Evaluation forms, as well as the daily feedback discussions held with the Steering group (made up of representatives from the Partner organizations, KNH and the Consultants). The Steering group met at the end of each day to review the progress made and use the feedback provided to adjust the following day's program in order to address the needs of the participants. An end of workshop evaluation was also completed on the final day of the Workshop.

f) Training sessions:

A summary of the session proceedings, key observations and/or lessons learnt is as follows;

Session 1 to 3: Partners experience Sharing and cross learning on pretested data collection tools, data sets and databasing strengthening

- The Facilitator did a Recap of the Virtual Workshop held earlier and revisited the connection of Workshop 2 with the previous steps starting from the revision of Partners logical frameworks, development of Monitoring plans, development of data collection tools, actual data collection and now Data analysis, processing and interpretation.
- Thereafter, the participants discussed and made a presentation showing what they were doing differently as a result of the impact orientation trainings and the last backstopping before workshop 2. The focus was on pre-testing of tools and development of the database. In the presentations, partners showed an example of tools they had pretested, the respective data sets and data base for tools

Main Observations and conclusions

- ICRH had revised and translated their tools to local language to make it easy for use with volunteers, children and community members in the areas where they work
- Some extra time was spent looking into database development and how Partners can develop and update their databases on a regular basis
- It was observed that the existing partner databases do not sufficiently help them respond to all project indicators; hence the need develop appropriate databases that will help them to track their projects progress.
- Database ownership is core to the project staff so as to enable know how to update the data from the field, check for data quality and analysis hence the need for capacity building to the partners who have databases but don't have the capacity on how to operate/manage them

Highlights from organization and group work presentation



Changes,
improvements and be



L.M PPT.pptx



Watoto Tuwalinde
Project.pptx



Database group
work.pptx

Session 4 & 5: Purpose of Data Analysis and Addressing gaps from Virtual Workshop, backstopping presentations

The participants discussed in plenary, why they need to collect data from the stakeholders they are working with, what they use the results of the data analysis for, what they look for/want to find out when analysing data.

Thereafter, the Consultant highlighted the main gaps identified from the previous Workshop and



backstopping as shared in the pre-workshop survey, as well as gaps noted from the Partners' presentations. The main gaps discussed were;

- a) Child participation in monitoring – involving children in pretesting of tools,
- b) Linking the pretested data collection tools, data sets and the resulting databases

Participants getting guidance from the facilitator

Partners had the opportunity to discuss and present suggestions on how to address these gaps as a way forward.

Main Observations and conclusions

- Partners need to still update some of the data collection tools as they pre test to help them answer why certain changes are happening or not happening since the numbers alone cannot help them address the reasons why changes are happening or not
- Partners have done well to have child friendly tools, there is need to have purposeful approach in engaging them through out the project to monitor core indicators of that the project is addressing.

Session 6 & 7: Introduction to Data Processing and Management

The facilitator briefly explained the definition of data management, and gave a general overview on data access and storage, data privacy and data protection measures. There were also detailed discussion on data protection policy with reference to the General Data Protection Regulation (GDPR), which charges data users with the responsibility of using data within the parameters provided by the policy. The KNH Country Coordinator emphasized their position on data protection in context of confidentiality and child protection.

Thereafter the participants were taken through the various steps in Data processing and Data Quality checks. They used their own data to apply knowledge gained, including data cleaning, checking for completeness of data, checking for formula errors, outliers etc on MS Excel.

Main Observations and conclusions

- Data Protection - Some of the immediate actions Partners will take include limiting access of beneficiaries' data to program staff, use of passwords on documents, anonymizing all personal data, use of codes and use of consent forms, especially for children's data.
- The partners recognized the need to conduct data quality checks from the field level since most of the databases already had gaps. It was also apparent that routine data collection and quality checks had not been done consistently.
- Partners to review/develop/ incorporate data protection policies to align with the GDPR and the data protection laws as well child protection policies as captured in the various legal instruments in Kenyan
- Partners to create awareness on the relevant policy frameworks that protect children especially in schools where we have beneficiaries and ensure teachers are aware and also abide to the frameworks they have signed for
- Partners to review and develop frameworks for data/information sharing information for children related data within the organization and outside organization
- Partners to engage various internal organizational staff, administration, board of trustees in charge of the polices, volunteers, beneficiaries and the other stakeholders in review/development of the organization data protection policies
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group work on GDPR
and Data protection.d

Session 7a to 9: Data Processing techniques – Quantitative and Qualitative

The session began with a pre-test exercise on the Kahoot app to assess participants' knowledge on Data processing. The participants discussed the importance of developing a Data Processing plan and thereafter went through the various steps in Data processing and Data Quality checks in their respective projects. They used their own data to apply knowledge gained, including data cleaning, checking for completeness of data, checking for formula errors and checking got unusual values on MS Excel.

The partners recognize the need to conduct data quality checks from the field level to the database since most of the databases already had gaps. Routine data quality checks have not been done consistently. he Facilitator discussed various terminologies and key techniques in Quantitative and Qualitative Data Analysis and helped Partners to use their own data to practice the techniques using MS Excel.

Main Observations and conclusions

Pre and Post Test Analysis Report (*Kahoot App*):

- Quantitative data analysis: there was increase in knowledge from 38% in the pre-test to 67% in the post test.
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- The session empowered partners on how to conduct both quantitative and qualitative data analysis. For qualitative data analysis, partners were shown on how to do this and the need to include a subject matter expert in unpacking some of the key codes, super codes and themes
- This session also showed some gaps in understanding of how to do process and analyze especially Databases for qualitative tools. The participants were encouraged to do continuous practice of the Data processing techniques they learnt during the workshop to master them.
- The absence of transcripts and comprehensive databases from the Partners limited more practice of some techniques such as coding of qualitative data. In this regard, Partners will continue to write transcripts and practice developing codebooks to enhance their understanding of these concepts post-workshop.



Participants following through the training

Session 10 and 11: Data Visualization and Interpretation

The Facilitator showed the various methods of data visualization, including the use of different kinds of charts and graphs. The participants had the opportunity to use their own data to create tables, graphs and pie charts on MS Excel, and name them appropriately, including graph titles, axis names and data labels. They also learnt how they can use these visualizations to determine project status and/or assess progress against the targets.

The Facilitator also took the participants through the key steps in Data interpretation to answer the questions: What does the analysed data mean for the project? Who is involved in Data Interpretation?

Data Interpretation Steps:



Figure 1: Data Interpretation steps

The session also incorporated a topic on Meaningful Child participation in Data Analysis and Interpretation. The topic introduced the participants to some practical ways they would use to involve children in the data analysis and interpretation process.

Main Observations and conclusions**Pre and Post Test Analysis Report (Kahoot App):**

- Data interpretation: there was increase in knowledge from 51% in the pre-test to 72% in the post test.
- Data Visualization - Key Concepts: there was increase in knowledge from 44% in the pre-test to 68% in the post test.
- All partners demonstrated understanding of the importance of visualization and interpretation and agreed to start using the techniques learnt to enhance their Annual Reports.
- The partners expressed interest to try to use some of the ways learnt to enhance participation of children in data analysis and interpretation.
- Participants had the opportunity to use their own data to create tables, graphs and pie charts on MS Excel, and name them appropriately, including graph titles, axis names and data labels.
- They learnt how they can use these visualizations to determine project status and/or assess progress against the targets.
- All partners demonstrated understanding of the importance of visualization, which will be key in their data presentation during internal and external meetings as well as when developing their reports.
- The Consultants propose to offer Partner-specific support during post-workshop backstopping to help Partners integrate data analysis, processing and interpretation in their programming.

Session 12: Roles in Monitoring system during analysis and interpretation of Data

The Facilitator showed the various methods of data visualization, including the use of different kinds of charts and graphs. The participants had the opportunity to use their own data to create tables, graphs and pie charts on MS Excel, and name them appropriately, including graph titles, axis names and data labels. They also learnt how they can use these visualizations to determine project status and/or assess progress against the targets.

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Day 4: Thursday 21st

Session 13: Annual Project Reporting

The session commenced by Ctu taking the participants through the revised annual project reporting template. Each section of the template was thoroughly reviewed with participants sharing their views on their understanding.

Main Observations and conclusions

- Review of the submitted annual reports and highlight areas that have been populated well and areas for improvement
 - Use of visualization in the report was highlighted by participants that would be a key aspect they want to include in the report, this was encouraged though the current template does not outline if this could be used since not all KNH partners have gone through comprehensive impact orientation workshop hence the reason why it has not been emphasized. Some category 1 partners though already applied their knowledge and have used in annual reporting.
 - The facilitators insisted on the need to report the results and where possible capture the most significant change/success stories since some of the donors and sponsors are keen to see the changes in individuals
 - There was emphasis on using simplified language since the reports are translated in Germany to target the donor and sponsor audience
 - Use of children photos in the annual report was strictly discouraged due to issues of data protection
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Session 14: Monitoring Policy and Action Planning

The participants were briefly introduced to the general guidelines for developing an Organizational Monitoring policy. Some steps were proposed and an outline provided that Participants can use to initiate a draft Monitoring policy for their respective organizations. During the backstopping, the Consultant will review the revised or developed Monitoring Policies, guidelines/SOPs and provide input.

Action Planning: Partners were given opportunity to share suggestions on areas they would like to work on and improve after the workshop. Most of the suggestions focused on Qualitative Data analysis, processing, interpretations and use of Dedoose Software for data analysis. Most Partners agree that there is also need to develop the following:

- Transcripts and Databases for all their tools;
- Pretest all their tools and adjust them accordingly to capture the intended data;

The Partners used the KNH Action plan template to fill in their proposed post-workshop plans. The Draft Action Plans developed by participants from each organization are annexed herein.

Main Observations and conclusions

- a) It was noted that most organization do not have a clear Monitoring policy that guides the project activities monitoring process. However, there are guidelines on project evaluation in place. In light of this, it was agreed that developing a monitoring policy for the Partners will require further consultations with the management to guide the process and help align the existing project evaluation policies with KNH's Monitoring Policy expectations.
- b) Participants requested to have a more simplified way of developing the Monitoring Policy for their organization. The consultant will provide a simplified Monitoring Plan template for use to develop the drafts. During the backstopping, the Consultant will review Draft Monitoring Policies and provide input
- c) The Partners agreed to develop the final Post Workshop Action Plans after in-house consultation with the programme teams, and submitted by end of May

g) Challenge(s):

- a) Some teams were not able to complete in time learning tasks that required use of a computer e.g. retrieving data sets from Access application because their laptops had old versions of MS Office, had low memory etc.
- b) The content on Quantitative and Qualitative Data Analysis proved to be quite wide and in some instances a little bit technical to most of the participants. As a result, some of the topics took more time to allow participants to discuss, internalize and apply in their own contexts.
- c) In light of (b) above, the more advanced data analysis content such as Vlookup, ANOVA, Regression etc was not covered.

h) Recommendations:

The Consultant recommends the following;

1. All the Partners need to ensure they establish databases for all their tools
2. During post-workshop backstopping, Partner-specific coaching in database, developing transcripts, development is recommended.
3. Involve management in the upcoming backstopping to brief them on what the project teams have learnt and request moral support to the staff undertaking the training
4. In order to enhance the quality of reporting, KNH should to consider asking partners to include visualisations in their annual reports.
5. Qualitative data analysis is a challenge to programme staff and colleagues supporting in monitoring implementation of project activities across different organisations. However, some of the challenges the teams encounter could be minimised by use of data analysis software. Thus, we recommend introducing KNH partners to use of basic software for data analysis.
6. It became clear that for most partners, Qualitative data analysis, data processing, data presentation and data interpretation are areas that they have not actively implemented. During post-workshop backstopping, the Consultants propose to offer Partner-specific support to help and encourage Partners to integrate data analysis, processing and interpretation in their programming.
7. In future, there is need to have to separate workshops i.e one for quantitative data analysis and the other one for qualitative data analysis which should be followed up with backstopping to ensure the knowledge gained is utilized.

8. Future impact orientation workshops should come just after partners have been granted to enhance planning and utilization of skills as early as possible to avoid instance of partners having progressed on certain aspects especially on data collected then they will have to revise after the impact orientation especially if they did not consider high level results in developing of indicators, data collection tools etc.

i) Next Steps:

1. Partners will use data presentation techniques learnt to enhance their Annual reports, as well as other internal and external reports.
2. **Actions Plans:** All Partners to submitted draft post-Workshop Action Plans to the Consultant. These drafts will be discussed further with the project teams for finalisation and the final plans will sent to both KNH and the Consultant for record and reference. The action plans will form the basis for Partner Backstopping. Partners are encouraged to make their Action plans more specific in order for the outcomes to be very clear.
3. **Physical Backstopping:** This is expected to be carried out in July and August 2022. During the exercise, a 1-day field visit will be included in the itinerary to enrich the consultants understanding of the project implementation location and contexts.



Participants receiving prizes after the workshop

ANNEXES

Annex 1: Training Schedule



Data analysis training workshop plan Final.p














Annex 2: Participants list



Participants list-Workshop 2 Repo

Annex 3: PowerPoints (PPT)

Session #	PPT	Session #	PPT
Session 1	Session 1a- Experience sharing 0 Introduction to the workshop 08.02.2022	Session 8	Session 8a1. Quantitative Data Ana Session 8a2b-Descriptive statisti Session 8a5-Quantitative Data Session 8a6-Quantitative Data Session 8a4-Quantitative Data Session 8a2-Descriptive statisti Session 8a7-Quantitative Data Session 8a3-Quantitative Data Session 8a2-Quantitative Data
Session 2	Session 2- Areas for strengthening revised	Session 9	Session 9- Qualitative Data Analy Session 9a- Qualitative analysis us

Sessions 3	 Session 3 - Partners Presentations in data	Session 10	 Session 10- Data Visualization and Pres
Session 4		Session 11	 Session 11- Data Interpretation.pdf  Session 11- Data Interpretation (2) V2 1
Session 5	 Session 5- Addressing gaps from	Session 12	 Session 12- Roles in monitoring system du
Session 6	 Session 6- Data Management- Encryp  Session 6a- Data Management- Protect  Session 6b- Data management- Lock ce	Session 13	 Session 13- Annual project reporting 04.0
Session 7	 Session 7b- Data Processing techniques	Session 14	 Session 14- Monitoring policy 04.(Workshop Recap & A  Session 15-

Annex 4: Partners Action plans



Annex 5: Participants' Evaluation forms

