



### ActivityInfo survey design and implementation

IREX Youth Excel Program June 27, 2024











COLLEGE OF EDUCATION + HUMAN DEVELOPMENT UNIVERSITY OF MINNESOTA Driven to Discover\*





**IREX** Overview

Youth Excel Program Overview

Youth Excel MEL System Overview

ActivityInfo Surveys Experience





# **IREX Overview**

### **IREX Overview**

- IREX is a global development and education organization.
- We work in more than 100 countries on issues such as education, leadership, information, and youth.







# **Youth Excel Program Overview**

## **Youth Excel Overview**

- Five Year (2020-2025) program
- USAID Funded (\$30m)
- Global cross-sectoral program
- Using Implementation Research (IR) with Youth-Led & Youth-serving organizations to improve their capacity to use data & evidence in support of Positive Youth Development (PYD) initiatives





### Youth Excel 'by the numbers' – Year 4

5 year, \$30m USAID-funded global activity	<b>110</b> Youth-led and youth-serving organization & groups engaged to date	<b>170+</b> Knowledge products created by local partners conducting implementation research	1224 Adult allies and stakeholders making commitments to support youth priorities
\$7m Obligated in subgrants to 40+ local youth-led and youth-serving organizations to date.	20+ Countries with Youth Excel activities to date in Africa, Asia, LAC & MENA	3300+ Youth reached trained on Implementation Research via our activities	32 Intersectional Rapid Gender and Protection Analyses completed

Youth



### How do we work?

Youth Excel facilitates and provides technical assistance to partners in....



Through the following modalities:

- Issue-Based Collaborative Networks (ICONs): Place-based collective action networks where small YS/YLOs tackle a shared theme.
- **Grant Competitions**: Regional and thematic grantee cohorts

- Local Partner Implementation Research support: Multi-year, iterative support to larger local partners
- **Specific designs** for some Mission buy-ins based on Mission needs





# **Youth Excel MEL System**

### **YE MEL Systems Overview**

- At the program level, we have established an integrated MEL system for collecting, managing, analyzing, and visualizing all the activity and MEL reporting data.
- The following software and systems were deployed for this purpose;
  - *o* **MS Excel** Was used for the design of standard data collection and aggregation forms, for program activity and MEL data submission for grant management and MEL reporting.
  - ActivityInfo Is used as the main relational database for storing and collecting all program and MEL data, and report generation.
  - Power BI Is integrated with the ActivityInfo platform, to support advanced automation of analytics and visualization
- These systems are all managed by the MEL team





### **Overview of YE System**







# **ActivityInfo Survey Experience**

Survey Design and Implementation

### **Youth Excel Surveys**

Routine Reporting Surveys	Annual Surveys	Targeted Surveys
Pre training surveys	Annual partner organization profile survey	Pre events surveys
Post training surveys	Annual participants surveys	Post events surveys
Partner stakeholder reporting	Annual stakeholder surveys	Partner capacity assessment survey
Partner knowledge product reporting		
Partner participants reporting		





### Survey Design: Specific Surveys YE has done

D	Annual Stakeholders Survey FY23	٥	Youth Digital Leadership Passport FY23
٥	CD/PI FY23	D	Youth Engagement Summit
D	Participant Retrospective Survey FY23		Stakeholders Survey- report
D	Participant Retrospective Survey FY24		
D	Participant Retrospetive FY22	0.	Encuesta Post Cumbre de Datos LAC
٥	Participant Training Survey FY24	8	Participant social norms
٥	Partner Organizations Profile Survey FY23	0	Partner Performance Improvement
D	Partner Organizations Profile Survey FY24	8	Partners and Grantees Capacity Assessment Survey
D	Partner Organizations Profile Survey FY22		
D	QLR Survey FY24	00.	Research to Change Leaders Assesment
D	Youth Digital Leadership Passport FY23		
D	Youth Engagement Summit		





### Survey design: How we do it and what do we consider?

#### Set the objective:

 Identify the objectives of the survey

#### **Choosing questions**

- Align questions with the specific goals of the program.
- Consult and validate with the team to ensure relevance.
- Incorporate standard questions to allow for benchmarking and comparison.

#### **Standardized Questions:**

- Ensure consistency across different surveys.
- Provide a validated starting point, saving time on development.





### Survey design: How we do it and what do we consider?

#### **Avoiding Bias:**

- Use neutral and inclusive language.
- Avoid leading questions.
- Pilot test questions with a diverse group.

# Increasing Data Quality:

- Use simple, clear language.
- Provide response options that cover all possibilities.
- Train enumerators thoroughly.
- Set validation rules and relevance rules in Al

#### Treating Sensitive Questions:

- Ensure confidentiality and anonymity.
- Use indirect questioning techniques when appropriate.
- Provide an option to skip sensitive questions.

#### Handling Missing Values:

- Design the survey to minimize non-responses (e.g., required fields).
- Implement follow-up procedures for incomplete responses.





### **Survey Implementation:** What do we consider?

Resources	<ul> <li>Staffing</li> <li>Secure necessary materials as hard copies, devices (for online forms), internet connection.</li> </ul>
	Comprehensive training on survey objectives, question
Training:	intent, and data collection protocols. Include training on using the ActivityInfo platform.
Logistics	<ul> <li>Plan and schedule survey administration (set deadlines and share with all)</li> </ul>
	Coordinate with local partners for fieldwork.





## Why ActivityInfo?

Component	
Data Quality and Reliability	<ul> <li>Built-in validation rules ensure data consistency and accuracy.</li> <li>Use reference field for the data that is available to avoid errors during typing e.g. location, partner names etc.</li> <li>Use required rules for some of the field – helps us avoid missing values</li> <li>Unique and key field to avoid participant taking survey multiple times- avoid duplication</li> <li>Formula rules- use formula to make calculated fields or set more advanced validation rules</li> <li>Translation feature in Al- since we work in diverse context (Spanish, French, English, Cardish)</li> </ul>
Ethical Considerations and data security	<ul> <li>Consent: Obtain informed consent from all participants. Clearly explain the purpose, benefits, and risks of the survey.</li> <li>Do No Harm Principle: Prioritize the safety and well-being of respondents</li> <li>Data Security and Privacy: Use secure data storage solutions. Limit access to sensitive information to authorized personnel only</li> </ul>
Data Analytics	<ul> <li>Use built-in analysis tools to generate insights.</li> <li>Develop report for data that aid in reporting</li> <li>Export data for advanced analysis in other software if needed-R, Powerbi</li> </ul>





### **Example 1-** Aggregate surveys data on PowerBi







### **Example 2-** Internal IREX strategic report

DATABASES > YOUTH EXCEL > QUARTERLY REPORTING DATA > PROGRAM TO SEL DATABASE RI Program to SEL database report

#### Select visualization •

		2021		
Measures	Q2	Q3	Q4	
Total	188	118	70	
Total Females	120	71	38	
Total Males	68	47	31	
Under 18	29	5	1	
Gender Non Discl	1	5	1	
Marginalized group	27	0	12	
LGBTQI+	1	0	6	





# **Example 3-** *Program stakeholders survey results*







Value

1

2











- Low response rate. Directly sent surveys to participants consistently yielded low response rates. Currently, we rely on implementing partners to distribute the surveys, which has notably improved the response rate.
- Cultural and Language Considerations: Creating a single survey that maintains consistency and accuracy across *four different languages*: Spanish, French, Kurdish, and English.





### **Lessons Learnt**

- **Continuous Improvement**: Continuously learn from each survey experience to improve future survey designs and implementations.
- To understand how to establish the rule setting of the questions can be a challenge at the beginning, it is recommended to do several pilot tests before deployment.
- A **user-friendly platform** for both administrators and respondents is key









In case of any follow up questions, please contact Fred Muhindi (<u>fmuhindi@irex.org</u>) and Frank Chege (<u>inhege@irex</u>)

@youthexcelprogram







SEARCH COMMON GROUND





COLLEGE OF EDUCATION + HUMAN DEVELOPMENT UNIVERSITY OF MINNESOTA Driven to Discover\*





#### مشروع التعليم المبكر أساس Early Grade Education Activity Asas Kingdom of Jordan













#### Early Grade Education Activity "ASAS" - Overview

- The goal of the USAID Early Grade Education Activity Asas is to advance national efforts to strengthen the caliber of pre-and in-service education and improve Kindergarten through Grade 3 foundational and socioemotional skills across the Kingdom of Jordan.
- We expect to equip over 23,500 resilient early-grade teachers and education leaders to inclusively deliver enhanced curricula, teaching, and learning materials, and assessments proven to increase learning outcomes to around 1 million students over five years, including those most marginalized.
- Asas will cover all Public Schools which include KG2-G3 classes across Jordan.



#### **ASAS Results Framework**



#### Survey Design Best practices



Consider these best practice tips every time you create a survey to ensure you collect high quality, meaningful data.



#### Why Survey Design: Good Survey Design-Getting Accurate Data

- The importance of having clear objectives before designing a survey
- How objectives guide the structure and content of the survey?
- How should be the survey administered?
- What is the best method (face-face, self administered, ), why
- Identify survey target group/s (reaches the right people who can provide the most relevant information)
- Demographics, background knowledge, and interests can influence survey design.
- Tailor questions to fit the survey target groups

•Explain Example: Asas Teacher Readiness Assessment



#### Survey Design Best practices

- Survey sampling technique and sample size
- Choose the right survey tool/s
- Participants consent
- Training and testing
- Questions type. When to use each type of question to best meet the objectives



#### When and How Asas utilized ActivityInfo

- Participant sign-in form
- Student Voice Analysis
- TRA Novice Teachers
- Faculty Members Satisfaction Survey
- Staff wellbeing survey



#### Challenges – Studies and Surveys Design and Implementation

- Sampling techniques and sample calculations
- Questions
- Tools automation
- Data collection tool distribution
- Allocated time for designing and implementation
- Data collection Timing
- Resources (human and financial)
- Logistics
- Team capabilities and experiences (heterogenicity)
- Supervision
- Reporting (to what extent of details, level of crosstabulation needed)
- Dissemination (timing, level of information, audience, visualization, validation)





#### THANK YOU

