NSDS Design Phase 1
Assessment Template – Pacific Example

Sectoral data/information management assessment across four pillars of sustainable development (as covered by the 3 – 4 Strategic Taskforces in your country)

With the consultant's duties spelled out in the TORs for the sectoral assessment (paragraphs 1 and 2 listed under *Objectives*), the enclosed model templates are meant to guide the assessment, to ensure all consultants, across all sectors, address the same aspects regarding:

1. Data **collection by your office** (capacity, including legal mandate, to do so)

2. Data/statistics you need for your work, but which are currently not collected by your office (internally you like to collect, but currently do not/cannot collect) – *unmet needs*

3. Data **availability and access**: this covers two features:

    a. your need to access data elsewhere

    b. accessibility to "your" data by external users

    c. data **analysis and dissemination**: statistical capacity of the organization to undertake data analysis/dissemination; who is the beneficiary of this information - who is this information made available to?

MODULE-1: Data <u>collection</u> by your office (capacity to do so)

1. What statistics does your office currently collect?
   ⇨ ***IF NO COLLECTION DONE IN-HOUSE – please Skip to Module 2***

2. What is the purpose of/reason for collecting this information? Is there a specific legal mandate for this data collection?

3. What is it used for? Who uses it?

4. How often do you collect this information?
   Do you have a regular calendar of collections, so your clients/customers/stakeholders know when new information becomes available?

5. Do you have designated staff to do this job (Y/N), or is this something done by '*whoever has the time, whose turn it might be this time*"?

6. How is this data collected, processed, and stored (paper forms, e-forms, databases)? Are these collected through a survey (probability?/non-probability?) or as a by-product of an administrative reporting system?

7. Do you have in-house capacity to design forms, questionnaires, electronic data capture, or rely on other agencies to help you with this? Who?

8. Has any of your staff undertaking these tasks, received any training in the past, to help him/her perform these duties? If yes – by whom?

9. Do you have a regular and designated budget (annual, every two years) to allow you to collect these statistics?
   <u>IF YES</u>: what is the source?

   <u>IF NO:</u> what do you do, how do you go about getting financial support?

10. How do you rate the quality of data you collect? Do you get any feedback on this from those who use the information?

11. Do you make this data/statistics available to other agencies/stakeholders?
    <u>IF YES</u>: who with?

    <u>IF NO</u>: why not?

MODULE-2: **Data needs you have and which are currently unmet** (data you would like or need to collect, but currently are unable to do so)

1. What specific **statistics/data do you need**, and which are essential for you to do your job, but which you currently do not collect or compile yourself? (Please provide examples of the types of statistics, indicators you need – *what story do you need to tell*?)

2. What is/what should this data be used for?

3. **Do you get this from another agency/ies?**

IF YES:
4. Who provides you with this information?

5. What are the arrangements to get it from them?

6. Is this arrangement working out OK for you?

7. Do you have regular access to this?

8. Is this data sufficient/adequate to do your work?

IF NO
9. What kind of statistics/data do you require for your work, but which you cannot obtain?

10. What is this information needed for?

11. How do you do your work without this information?

12. Is anyone in your office (your managers, directors) aware of these constraints to your work?

13. What processes/systems do you think should/could be put in place to satisfy these data/statistics demands?

14. Why do you think this is currently not happening?

THOSE HAVING SPECIFIC UNMET DATA NEEDS

15. What are main statistics needs (type of data, regularity of collection, or access to this information etc …) you currently experience?

16. What solutions could you think of so these needs could be met?

MODULE-3: Data Availability and Data access

1. Have you come across a situation in your present work, where you knew specific statistics, data, indicators where available/collected by some other agency, but **you could not access** them (get your hands on them)?

IF YES: please proceed with 2 – 4

IF NO: *you are a lucky person – **please proceed with Module 4** (but before you do so: please ask how you were able to access these data – in reports, in spreadsheets, raw form?)*

2. Could you please provide some examples, of data you needed (and you knew these existed) but you had difficulties getting them?

3. What were the main reasons you could not access them?

4. Were you in the end able to obtain these data?

MODULE-4: Data Analysis and Dissemination (statistical capacity of the organization to undertake data analysis/dissemination

1. Do you/does your office have the capacity to analyze (interpret) the data/statistics you routinely collect – or statistics that you can access/are provided to you by other agencies (such as, for example, by the Cook Islands Statistics Office)?

   If yes: what training have you/other colleagues in your office have received in data analysis, interpretation of statistical tables?

   If no: who can you ask/rely on to do this analysis for you/for your office?

2. **Once analyzed** – what do you do with the results?

3. Who are the main **beneficiaries** of your work, and your reports?

4. Is this work requested/required from you – or do you do this as a matter of professional commitment?

5. What happens with these analyses/reports?

6. How often do you produce/send out these reports?