Training course on Data Quality Assurance and Management in Social Protection M and E

Professional Development Training Course Outline

Category	Social Protection	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Data Quality Assurance and Management in Social Protection (SP) Monitoring and Evaluation (MandE) is a foundational and indispensable discipline for ensuring the reliability, accuracy, and utility of evidence generated by social protection programs. High-quality data is the bedrock of credible M&E, enabling informed decision-making, effective program adjustments, and robust accountability. Conversely, poor data quality can lead to flawed analysis, misguided policies, and wasted resources, ultimately undermining the impact of social protection interventions. This course moves beyond basic data entry to equip participants with comprehensive strategies for preventing, detecting, and correcting data errors throughout the entire data lifecycle, from collection to analysis and reporting. It recognizes that robust data quality is not an afterthought but a continuous process integral to effective social protection. Training Course on Data Quality Assurance and Management in Social Protection M&E is meticulously designed to equip with the advanced theoretical insights and intensive practical tools necessary to excel in Data Quality Assurance and Management in Social Protection M&E. We will delve into the foundational concepts of data quality dimensions, master the intricacies of designing quality control protocols, and explore cutting-edge approaches to data validation, cleaning, and secure storage. A significant focus will be placed on hands-on application, analyzing real-world complex social protection datasets, and developing tailored data quality plans. By integrating industry best practices, analyzing complex case studies, and engaging in intensive practical exercises, attendees will develop the strategic acumen to confidently champion and implement robust data quality assurance and management systems, fostering unparalleled data integrity, evidence credibility, and program effectiveness.

Programme Curriculum

Training Course on Data Quality Assurance and Management in Social Protection M and E

Introduction

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Course Objectives

Upon completion of this course, participants will be able to:

1. Analyze the fundamental concepts of **data quality dimensions** (e.g., accuracy, completeness, consistency, timeliness).
2. Comprehend the strategic importance of **data quality assurance (DQA)** for credible social protection M&E.
3. Master the design and implementation of **data quality control protocols** throughout the data lifecycle.
4. Develop expertise in conducting **data validation and verification** techniques.
5. Formulate strategies for **data cleaning and error correction** in social protection datasets.
6. Understand the critical role of **Management Information Systems (MIS)** in data quality and management.
7. Implement robust approaches to **data storage, security, and backup** for sensitive information.
8. Explore key strategies for **data governance and stewardship** in social protection institutions.
9. Apply methodologies for **documenting data processes and metadata management**
10. Understand and address **ethical considerations** related to data quality and integrity.
11. Identify common sources of data quality issues.
12. Develop a DQA framework for a social protection program.
13. Understand cross-validation and triangulation with multiple data sources.

Target Audience

This course is essential for all professionals involved in handling data for social protection programs:

1. **M&E Specialists & Data Managers:** Directly responsible for data quality and management.
2. **Social Protection Program Managers:** Overseeing data collection and utilization.
3. **Data Analysts:** Working with social protection datasets.
4. **IT Professionals:** Managing social protection information systems.

5. **Government Officials:** From statistical offices and social welfare ministries.
6. **Development Practitioners:** From NGOs and international organizations.
7. **Field Staff & Data Collectors:** Directly involved in data entry and collection.
8. **Internal Auditors:** Assessing data reliability for accountability,

Course Duration: 5 Days

Course Modules

Module 1: Foundations of Data Quality

- Define data quality and its critical importance for social protection M&E.
- Explore the key dimensions of data quality: accuracy, completeness, consistency, timeliness, validity, reliability, relevance.
- Discuss the consequences of poor data quality for decision-making and program impact.
- Understand the concept of the data lifecycle in social protection.
- Identify common sources of data quality issues.

Module 2: Data Quality Assurance (DQA) Planning

- Comprehend the strategic importance of a proactive DQA plan.
- Learn to integrate DQA throughout the entire data lifecycle.
- Discuss how to define data quality standards and benchmarks.
- Develop a DQA framework for a social protection program.
- Identify roles and responsibilities for data quality.

Module 3: Data Validation and Verification Techniques

- Master techniques for data validation at the point of collection.
- Learn to implement range checks, consistency checks, and skip logic.
- Understand cross-validation and triangulation with multiple data sources.
- Explore methods for data verification (e.g., back-checks, spot checks).
- Practice designing validation rules for survey instruments.

Module 4: Data Cleaning and Error Correction

- Develop expertise in systematic data cleaning procedures.
- Learn techniques for identifying and handling missing values.
- Understand methods for detecting and addressing outliers and inconsistencies.
- Discuss strategies for de-duplication and record linkage.
- Practice data cleaning using statistical software (e.g., Excel, basic functions in Stata/R).

Module 5: Management Information Systems (MIS) and Data Quality

- Understand the critical role of MIS in supporting data quality and management.
- Explore how MIS design can prevent data errors (e.g., standardized forms, automated checks).
- Discuss the importance of data entry protocols and user training for MIS.
- Learn about data dashboards for real-time quality monitoring.
- Analyze case studies of MIS contributing to improved data quality.

Module 6: Data Storage, Security, and Backup

- Implement robust approaches to data storage and organization.

- Discuss different data storage solutions (e.g., databases, cloud storage).
- Master principles of data security: access control, encryption, user authentication.
- Learn to develop and implement data backup and recovery plans.
- Ensure compliance with data protection regulations for sensitive data.

Module 7: Data Governance and Stewardship

- Explore key strategies for establishing effective data governance.
- Understand the roles and responsibilities of data owners, custodians, and users.
- Discuss the development of data policies, standards, and guidelines.
- Learn about data sharing agreements and protocols.
- Foster a culture of data stewardship and responsibility within institutions.

Module 8: Documentation and Metadata Management

- Apply methodologies for comprehensive data documentation.
- Understand the importance of metadata (data about data) for data usability.
- Learn to create data dictionaries and codebooks.
- Discuss version control for datasets and documentation.
- Ensure transparency and reproducibility of data processes.

Training Methodology

- **Interactive Workshops:** Facilitated discussions, group exercises, and problem-solving activities.
- **Case Studies:** Real-world examples to illustrate successful community-based surveillance practices.
- **Role-Playing and Simulations:** Practice engaging communities in surveillance activities.
- **Expert Presentations:** Insights from experienced public health professionals and community leaders.
- **Group Projects:** Collaborative development of community surveillance plans.
- **Action Planning:** Development of personalized action plans for implementing community-based surveillance.
- **Digital Tools and Resources:** Utilization of online platforms for collaboration and learning.
- **Peer-to-Peer Learning:** Sharing experiences and insights on community engagement.
- **Post-Training Support:** Access to online forums, mentorship, and continued learning resources.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

- Participants must be conversant in English.
- Upon completion of training, participants will receive an Authorized Training Certificate.

- The course duration is flexible and can be modified to fit any number of days.
- Course fee includes facilitation, training materials, 2 coffee breaks, buffet lunch, and a Certificate upon successful completion.
- One-year post-training support, consultation, and coaching provided after the course.
- Payment should be made at least a week before the training commencement to Fineskill Training Center account, as indicated in the invoice, to enable better preparation.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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