Post-data collection guidance

<u>We've collected the data: now what?</u>

Data collection teams often disperse immediately after the survey implementation ends and gathered information is often handed over the data entry and analysis team. However, the period directly after data collection presents a prime opportunity for the survey team to gather and discuss the assessment process and early findings and themes.

<u>Data collection debrief</u>

<u>Who?</u>

The assessors, assessment leads, and program staff. If appropriate and relevant, local partners or important program partners can participate or observe discussion.

<u>When?</u>

Immediately after data collection ends. This typically happens when all teams have returned to the country office where the assessment training took place. The debrief can often last a half day or a full day.

<u>Why?</u>

<u>To discuss the process for data collection:</u> What worked? What didn't work? Are there survey questions which should be adapted or removed for future assessments? Did the assessment timeline and logistics unfold as planned? For example, did some businesses require notification in advance? Are there any recommendations for refining the assessment tools or process in the future?

<u>To discuss very preliminary themes and findings:</u> Assessors, enumerators, and facilitators of focus group discussions often gather important qualitative, observational, and anecdotal data about labor market systems and the private sector environment while implementing an assessment. It may be useful to group the assessment teams by the geography covered. Some possible questions to discuss include:

- What were some initial common themes you noticed during the FGDs? What was the mood during the FGDs?
- What were your observations on the vibrancy of the markets and business centers you visited? What were your initial impressions of the private sector in the areas you were collecting information?
- Did you have any discussions with business owners outside of the survey which were insightful?

It is important to remember that the information discussed at the debrief is *preliminary* and is based on the experiences, observations, and impressions of the assessment team. Therefore, this information should not be presented as 'final' or definitive. It can be used to support the actual assessment data once it has been processed and analyzed.

Putting together the final report

After the assessment data has been entered, cleaned, and analyzed, it is time to write the final report. While assessments can gather a wide variety of information, it is important to keep the information in the report concise and relevant. Some items to consider while writing your final report:

- **Consider the Audience**: Is this an internal report or a report for external consumption? If for external audiences, consider the variety of stakeholders who will be viewing the report. Is the language easily understood? Is there any information which may be controversial if read by local government or other stakeholders? Ensure that the language and content of the external report won't alienate any potential program partners.

- **Ensure a Reader-Friendly Report:** Far too often, a lot of work goes into conducting an assessment but the final report ends up sitting on a shelf gathering dust. We don't want that to happen! We want our reports to be used and referred to often. One way to ensure that assessment reports are read is to make the document easily digestible. Not everyone has time to read a 60 page report. Therefore, consider including key findings and recommendations in the report's *Executive Summary* at the beginning of the document and don't be afraid to include some of the non-essential information in the Annexes. It is sometimes often useful to have a short version of the report which is often a 2-5 page briefing document.

- **Make it Actionable:** Labor market assessments are conducted to inform employability, employment and self-employment programming. It is important to remember that markets are dynamic and are constantly changing and evolving; therefore, market information should be used immediately while it is still current. Ensure that that final report includes concrete 'action items' which should be used immediately to inform program activities. These 'action items' often include – immediate job and internship opportunities, skills in demand which should be considered for vocational training and transferable skill training, and private sector actors who may be expecting follow-up communication from program staff.

- **Share the Information!** If the report can be consumed externally, it can be a good idea to share the report with key stakeholders in the program and outside of the program. Current labor market information is very valuable and the report can be used as a tool to collaborate and coordinate between the private sector, NGOs, job seekers, local government, etc.

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