The Components of NFE Data System’s Life Cycle

Cambodia

Workshop on Non-Formal Education Data Collection

19-20 September 2016
Bangkok, Thailand
Conceptual Data Life Cycle

1. Data collection
   • 5 questionnaires are designed
   • piloted the questionnaires
   • Produced the report on NFE sector
   • Distribution the report

2. Data processing
   • Analysis
   • Program design
   • Program testing
   • Implementation
   • Maintenance

3. Data analysis
   • Requirements study
   • Graphing
   • Compilation
   • Reporting

4. Reporting

5. Publication
   • Putting it together
   • Formatting
   • Costing
   • Publication
   • Distribution

6. Dissemination
   • Reaching the user
   • Presentation
   • Briefing
   • Training

7. Feedback
   • Collection
   • Incorporation
1. **NFE Data Collection**

1. **Main source of NFE data:** Literacy, EP, Re-Entry, Complementary Education, Library and CLC

2. **Methods:**
   - Conduct training on NFE-MIS to PoEYS and DoEYS
   - Send questionnaires to NFE class, Library and CLC managers.
   - Give direct to NFE teacher when they come take capacity building.

3. **Which forms/instruments:** (5 types of NFE data collection forms)
   - **(i) Location of Program:** Focus on the information of the exact location in terms of province, district, commune and village where program has been/is being organize.
   - **(ii) Implementing Agencies and Supporters of the program:** Focus on the information of the agency/organization(s) that have been providing supports to organizing the program.
   - **(iii) Program Description:** There are 4 parts in this section.
     - Indicates the types of program
     - Indicates the year that the program has been implemented
     - Indicates the exact program operation period (starting date and ending date of the program)
     - Indicates the location where the course has been operated
   - **(iv) Learners Information:** focus on the age group of both about the total registered/enrolled and those who have completed the course, registered for exam and those who passed the exam disaggregated by gender.
   - **(v) Teachers Information:** Focus on the information of each teacher who involved in the program in terms of sex, age, qualification, duration of training received, and experience as teacher.
1. NFE Data Collection (cont’d)

4. How is it **ensured** that all centers and schools receive the instruments, complete them and send them back **on time**?
   - Send questionnaires to the NFE class through NFE sub National level
   - Announcement to all provinces to confirm schedule send instruments
   - Check and compare number of received the instruments with the NFE plan
   - Alert to all NFE level by phones

5. **Collects** NFE data:
   - NFE teacher, Library/CLC manager complete questionnaire and send 3 copies to NFE commune (NFE focal point)
   - NFE commune spot check, keep a copy and send two copies to DoEYS
   - DoEYS do spot check, keep a copy a and send a copy to PoEYS
   - PoEYS clean data, make data entry, produce report and send soft data and report to DNFE.
   - For others NGO/DP, they send to PoEYS or sent to NEP. Last NEP send to DNFE.
1. NFE Data Collection (cont’d)

6. Frequency of NFE data collection

Two times data collection per year (1st at 30 June and 2nd at 30 November):

- **First time: (30 June)**
  - After 10 days of NFE program operation (Teachers send completed forms to NFE commune and DoEYS)
  - **DoEYS**: do spot check the data and send hardcopies to PoEYS (around 20 June)
  - **PoEYS**: do spot check the data, make data entry and send hardcopies & softcopy to DNFE (around 30 June)

- **Second time: (30 November)**
  - After 10 days of finishing NFE programs, teachers send to NFE commune and DoEYS
  - **DoEYS**: do spot check the data and send hardcopies to PoEYS (around 20 November)
  - **PoEYS**: do spot check the data, make data entry and send hardcopies & softcopy to DNFE (around 30 November)
2. NFE Data Processing

1. Monitoring instruments/systems
   - Each province knows its own number of NFE class.
   - All NFE implementers must complete and return complete questionnaire to NFE province office. Meaning that 100 % of questionnaire of the government NFE programs have been completed and returned. Because, one more coverage of the Ministry of Public Civil
   - Check and compare the number of received instruments with the NFE plan
   - If there is mistake of filling questionnaire or non-returned, the DNFE contacts to sub National level.

2. Data entry and cleaning
   - The DNFE trains PoEYS, DoEYS and NFE commune on how to do spot check, and guides PoEYS on clearing and make data entry for all questionnaires in their provinces
   - All NFE Provincial Office of Education responsible for data entry and database management.
2. NFE Data Processing (cont’d)

3. Data compilation
   • UNESCO provided PC to all NFE provincial offices.
   • NFEMIS application have installed for Province database management.
   • After finishing data entry, all NFE provincial offices have to backup data (soft data with mdb file), print out the report and then send to DNFE.

4. Quality control
   • Spot check and compare with questionnaires
3. NFE Data Analysis

1. The NFEMIS can provide reports automatically by NFE programs
2. The NFEMIS can provide the indicators by NFE programs
3. The Statistics and indicators are used for supplementary analytical annual reports for provincial or national levels
4. The NFE report can be used to augment other reports
5. Are national, provincial and district disparity analysis analytical reports incorporated as part of major reports, yes.
6. Is a planning and projection simulation available and used to make different scenarios available for planners? Yes,
## 4. Reporting

<table>
<thead>
<tr>
<th>Type of NFE report currently available</th>
<th>The purpose of the report</th>
<th>The main users of the report</th>
<th>Comprehensiveness of the report</th>
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<tbody>
<tr>
<td>A annual report with analysis include summary of statistical tables and some indicators</td>
<td>A reference, reflection on implementation with AOP</td>
<td>The general public, researchers, M&amp;E experts, national and international organizations who use statistics in their reports, student and teachers in educational institutions, research organizations</td>
<td>A few pages of summary, basic tables, or several volumes of tabulation and analysis</td>
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</tbody>
</table>
| A Quick reference, leaflet, statistic and indicators every year | To reflect on the achievement of last five years | • Decision-makers  
• Users who do not need detailed statistics | A few pages of summary, basic tables, or several volumes of tabulation and analysis |
| A NFE indicators report | A report of the analysis of the NFE systems’ performance | • Experts in the Planning Department  
• EMIS experts  
• Planners, decision-makers and policy makers to take correct actions when planning and making decisions | A few pages of summary, basic tables, or several volumes of tabulation and analysis |
5. Publication

- Printed Annual Report
- Distribute the NFE analysis report to relevant people in MoEYS congress
- Upload NFE statistics and Indicators in MoEYS website
- NFE leaflets/Brochure with summary highlighted in the last 5 years
- Distribute NFE leaflet/Brochure in Literacy day.
## 6. Dissemination

<table>
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<tr>
<th>Type of user</th>
<th><strong>Internal users</strong></th>
<th><strong>External users</strong></th>
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<tbody>
<tr>
<td></td>
<td>Planners, decision-makers, experts and educational administrators at all levels <strong>within the MoEYS</strong>, including provinces</td>
<td>Planners, researchers, national and international organizations</td>
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### Dissemination form(s)

- distribution the annual report to provincial office of Education and relevant partners.
- Publication and distribution of leaflet and posters to users
- Reports and briefing to planners and decision-makers at different levels of administration

- indicators’ reports
- Publication and distribution of leaflet and posters to users
- Reports and briefing to planners and decision-makers at different levels of administration
7. Feedback

What mechanism for collecting feedback on NFE data do you, as a NFE data officer, use or exists in your country?

- Printed NFE Annual Report and NFE leaflet, posters and
- National Education Congress, and Provincial Congress
- Join Technical Working Group Meeting,
- NFE-SSWG meeting at National and Sub-national levels
- Annual report and Publishing to share information to all NFE staff and relevant stakeholders at all levels.
8. Current NFE data collection path

Information flows down to all level. But data sweep up in the hierarchy.

- National level
- Province
- District
- Commune

NFE Class

Non-Formal Education Department

Provincial of Education, Youth and Sport

District of Education, Youth and Sport

NFE Commune

Flow data

Flow information

Supporter and Implementer of NFE

Other DP and NGOs

Q1 Q2 Q3 Q4 Q5
Thank you so much!

Q&A