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| **Secondary Data Review: Guidance Note** |  |

It is recommended that this note be used together with the one of the WASH SDR templates found in the Tools folder. It can also be complemented by the [Guidance Note on Multi-Sectoral Analytical Framework for Secondary Data Reviews in Emergencies](http://washcluster.net/wp-content/uploads/sites/5/2016/08/160509-Guidance-Note-UNICEF-Final.pdf).

**1. Introduction**

**What is a secondary data review (SDR) and analysis?**

Every WASH Cluster (or Sector) Team should have an ongoing, up-to-date SDR, regardless of plans to collect primary data. An SDR is simply the process of taking large amounts of information, summarizing it into small, relevant pieces, systematically entering and organizing those small pieces into a single location, and then interpreting and drawing meaning from the compiled information to inform decision making. This process should be an ongoing analysis of relevant information that is already available. This relevant information can be organized in the form of datasets, reports, assessments, emails, phone calls, meeting minutes, media and even conversations. Due to the large amounts of this information, having a single location that serves as a structured bank or database of information makes the subsequent analysis of this information much easier.

Ongoing analysis of your secondary data should help you inform the majority of your Cluster-related activities: developing Cluster strategies, understanding needs, determining caseloads, etc. Furthermore, SDRs will help you determine information gaps, whether primary data needs to be collected, what questions to ask when collecting it, what geographic locations to visit, etc. In short, SDRs should inform you on a daily basis and especially prior to conducting a needs assessment.

To start your SDR, meet with your Cluster Team to contextualize the table below and assign tasks.

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| **Task** | **Assigned to** | **Status** |
| Create a list of decisions/questions/information needs, ie your analysis framework.  N.B.You can use the the [Guidance Note](http://washcluster.net/wp-content/uploads/sites/5/2016/08/160509-Guidance-Note-UNICEF-Final.pdf) to assist you. |  |  |
| Contextualize the SDR template (or relevant compilation tool). When contextualizing, be sure to decide the various tags you will use based on how you wish to be able to sort, filter and analyse your information once compiled (for example: geographic locations, thematic issues, etc.) |  |  |
| Compile all relevant sources of information (documents, websites, datasets, etc.) into a shared location, such as shared Dropbox or Box folders. This will be an ongoing process as more information sources are found. For a list of potential sources, see the Global WASH Cluster list of key WASH sources. If several people contribute to the SDR, make sure there is one person taking the lead and ensuring there is a common understanding of how to use the matrix and how to tag information. |  |  |
| Divide the information to be entered amongst the team and record who will be responsible for reading and entering data for each source. |  |  |
| Read the sources, enter relevant information into your SDR tool and tag the information accordingly.  Note: As you enter data into the SDR tool, you will most likely see the need for additional tags (and perhaps removal of others that are not needed). You should update the SDR tool accordingly, however, all changes should be communicated and synchronized with other members of the team. |  |  |
| Compile entered data into a single database. If your team chooses to use online tools such as Excel Online, no compilation is needed. If working individually offline, select one person to be responsible for merging the different SDRs into a single database (through copying and pasting). |  |  |
| Clean the compiled secondary data to ensure data has been entered and tagged correctly. |  |  |
| Analyse the secondary data. This should be done according to your pre-defined tags and analysis questions. |  |  |
| Draft an SDR report (you can use the WASH Cluster SDR Report template for this, found in the tools folder); this can be either a formal report that is shared widely with Cluster partners or a simple, informal running list of key findings and information gaps that is used internally within the Cluster Team. |  |  |
| After the initial round of SDR entry and analysis, make a plan for how to ensure the SDR remains up-to-date with regular analysis updates. This may be easiest by assigning one SDR focal point to manage this process. |  |  |

**Recommendations for the SDR matrix document:**

1. Use scroll-down menus as much as possible: They will ensure that all entries are written in the same way, and will greatly facilitate the analysis of the data. Use the “options dropdown” tab to enter your choices of answer
2. Include a reliability score for the data: You can follow the scale proposed in the SDR template, or adapt to your context. Regardless of your choice of scale, it is crucial that you rank the different pieces of information. If, for example, you have 2 sources stating different findings for a same location, you will be able to identify which source is more reliable.
3. Make sure you keep all your documents in one, easily accessible folder: Dropbox is generally the prefered option, but in locations with limited internet access, a common server or external drive are also valid options.

**Additional Tips:**

1. *Integrating datasets into your secondary data*

When compiling your secondary data you will often come across very useful information that may be difficult to enter into the SDR tool because the information is part of a larger dataset. Rather than trying to bring all data directly into your SDR tool, it may be easiest to do a small analysis or summary of the relevant information first and then record the summarized information into your SDR tool.

1. *Use the SDR to improve Cluster buy-in and harmonization of assessments*

Share your SDR data and findings regularly with Cluster members. If done correctly and kept up-to-date, the SDR information will prove to be an invaluable source of information for Cluster members who can also be good sources of secondary information themselves. Should partners wish to collect their own primary data, the SDR findings should inform their questions and methodology and lead ideally, through leadership and coordination from the Cluster team, to an increase of harmonization of assessments.