

Example of Menu of Data Collection Tools RisiAlbania

The list below provides a general overview of the different tools at Risi's disposal¹.

1. **Observation** by project staff. Particularly useful to gather qualitative information, quickly assess certain changes, to collect preliminary information before other tools are used or validate findings from other tools. Observations can be collected as part of routine formal or informal meetings and visits, or if needed planned as a separate activity. Observations will have to be clearly recorded through the use of checklists, meeting memos, etc.
2. **Secondary sources** tend to provide more general information, for example for a sector in general. For external reports, the credibility and applicability of the data will have to be carefully screened.
3. **Company records/partners' reports.** Access to business information and data can be sensitive as companies may be reluctant to share critical and confidential data. Therefore, Risi will, as far possible, include in its contracts or MoU with partners which data shall be provided and when. To this effect, confidentiality agreements may be signed.
4. **Focus Group Discussions (FGD)** are useful to gather qualitative information, understand change processes. Conducted in-house or by a co-facilitator or partner, excellent moderation skills and understanding of the context (sector) and target group is essential. Homogenous groups of around 10 participants are favoured, as FGD are particularly useful to extracting common views, although depending on the answers sought, a more mixed group may be preferred to stimulate debate. In each case, specific guidelines are prepared in advance.
5. **In-depth interviews** can be conducted to gather qualitative information, explore change processes and dig deeper into underlying causes. Semi-structured interview formats will be preferred, allowing spending enough time on each issue in order to gather the necessary details and often uncover unexpected ones.
6. **Surveys**, either in house or outsourced (usually for larger samples than in-house surveys) are used to cover larger, more statistically significant samples. Samples should be randomized and questionnaires elaborated to gather concise and precise information, e.g. through closed or multiple-choice questions.

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¹ Adapted from "PropCom Guideline on Monitoring, Impact Assessment and Reporting" via the DCED.