

Basic Standards

The **Basic PPI Standards of Use** are best practices that an organization should adhere to in order to accurately report its PPI data. Compliance with all basic standards is required to achieve Basic PPI Certification.

COMMITMENT TO POVERTY MEASUREMENT

- 1 The board demonstrates commitment to poverty measurement data, requiring that management be responsible for its tracking and requesting periodic updates on poverty data.
- 2 Senior management responsible for the PPI understands the PPI, can explain why the organization implements it, and monitors its implementation.
- 3 A written plan or detailed manual for PPI implementation is in place and includes a clear design of the process.

TRAINING

- 4 The current PPI project manager¹ has been trained on the PPI, either by an external party or by someone with significant experience using the PPI within the organization.
- 5 Staff responsible for surveying have been trained on and understand the precise meaning of the PPI questions and responses. In addition, they are informed when data validation is in place to verify responses to surveys they collect.
- 6 If PPI data are manually entered into a database, data entry staff are trained on and understand the PPI data entry process.
- 7 Staff involved in PPI data analysis are trained in accurate analysis and reporting guidelines.

COLLECTION

- 8 PPI data are collected on a census basis or, if sampling is used, with samples random and representative of the population(s) to be analyzed.
- 9 PPI surveys are completed with the date the survey is administered, identifying information of the enumerator, identifying information of the client (such as a unique client ID number), answers to each question and a final score.
- 10 The PPI survey and look-up tables used do not deviate from the original country-specific PPI as found on progressoutofpoverty.org or microfinance.com. If a translated version is used, the translation is in writing and either matches the national household expenditure survey or has been professionally translated if no official translation is available.
- 11 Enumerators ask each PPI question in a manner reflective of the original meaning of the question. The best approach to achieve this is to ask the question exactly as it is written. Where doing so causes confusion or is otherwise problematic, the enumerator either visually verifies an indicator or rephrases the question in a way that does not distort the meaning of the question. Enumerators carry a copy of an interview guide with them during survey collection.
- 12 The latest available version of the PPI, including the scorecard and the look-up table, is in use within one year of release.

DATA STORAGE AND VALIDATION

- 13 Before PPI data is analyzed, a quality control check of the accuracy of PPI collection occurs by someone other than the original enumerator to verify that (a) the interview actually took place and (b) the responses match those originally recorded. A random and representative sample of at least 30 or a number representing at least 5%, whichever is greater, of collected PPI scorecards is reviewed for each data collection or on at least a quarterly basis. A review

¹ In the absence of a dedicated PPI project manager, this may be someone who can be described as the organization's PPI champion, responsible for ensuring a successful PPI implementation.

process is in place to identify and correct the source of error if checked surveys significantly deviate from the original data collected.

A discrepancy rate is calculated by averaging the percentage of inconsistent responses of each PPI validated. Batches with a discrepancy rate above 10% should not be used during analysis until all PPIs have been reviewed.

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- 14** PPI data are secured to prevent unauthorized access.
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- 15** All collected PPI data, including client scores and look-up tables, are centrally stored in an electronic manner that permits analysis. Furthermore, the PPI version used is clearly tracked in the database. A basic system like a spreadsheet is acceptable.
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- 16** Data are reviewed and cleaned before analysis.
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- 17** Original PPI surveys, including answers to each question, are stored, either in physical or electronic form, for back-checking for at least one year.
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- 18** Before PPI data is analyzed, the PPI data entry process is checked for accuracy. A random sample of at least 30 or a number representing at least 5%, whichever is greater, of encoded PPI scorecards is reviewed. A review process is in place to identify and correct the source of error if checked surveys significantly deviate from entered data.

A discrepancy rate is calculated by averaging the percentage of inconsistent responses of each PPI validated. Batches with a discrepancy rate above 10% should not be used during analysis until all PPIs have been reviewed.

This standard is not applicable to organizations that enter PPI data directly into a database system, e.g., with a mobile data collection tool like TaroWorks.

DATA ANALYSIS

- 19** If an updated PPI has been adopted after use of an earlier version and the organization plans to track poverty movement or compare results from different versions, the organization is correctly comparing such results according to the appropriate case²:
- 1. Green reset:** Poverty likelihoods are compared across versions without complication.
 - 2. Yellow reset:** Legacy poverty lines developed specifically for calculating hybrid estimates of change are used to compare results to a previous PPI. New-definition poverty lines should be used to report outreach.
 - 3. Red reset:** The previous PPI must continue to be collected for comparison purposes while the updated PPI must be collected to report outreach.
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- 20** Computation of the percentage of clients or customers below a given poverty line is accurately calculated.
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- 21** PPI scores are not used during data analysis.

DATA USE

- 22** Poverty data are benchmarked using objective regional rates, peer benchmarks or internally set benchmarks.

REPORTING

- 23** Poverty lines used for analysis align with the objectives of the organization and/or project. For example, if an organization strives to reach only the extreme poor, use of a poverty line that is too high will obscure whether the organization is reaching the extreme poor and offer less insight into the population served relative to the organization's objective. Furthermore, these poverty lines are understood by the PPI project manager. Finally, the organization does not unintentionally or otherwise misrepresent its poverty outreach by using a poverty line significantly higher or lower than one appropriate for a stated target, if such a target exists.
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- 24** Recent PPI results are reported to the board and senior management with a frequency appropriate to the PPI

² If a PPI has been updated, its webpage on progressoutofpoverty.org will have an icon associated with each of the three resets to designate its specific case. For more information, read the guide on transitioning to an updated PPI, available here on our website: <http://progressoutofpoverty.org/blog/how-transition-updated-ppi>

implementation plan (e.g., upon completion of a one-time data collection or on a quarterly basis for continual data collection). Reported results are timely, with underlying data taking no more than four months to be included in a report for the first time. Reports must indicate the rate of poverty of incoming clients (i.e., concentration), as well as benchmarked results.

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- 25** PPI results, particularly when displayed in graphs, include the number of PPIs analyzed, the poverty line(s) used for analysis, the dates or time period in which data collection occurred, and the population represented, e.g., rural branches, all regions, incoming clients for year 2014, and all clients.
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