# DCDJ
## Des Chiffres et des Jeunes

# DEVELOPING
# A DATA INVENTORY

# DCDJ
Des Chiffres et des Jeunes

Descriptifs jeux de données    Organisations    À propos    Tutoriels    Rechercher
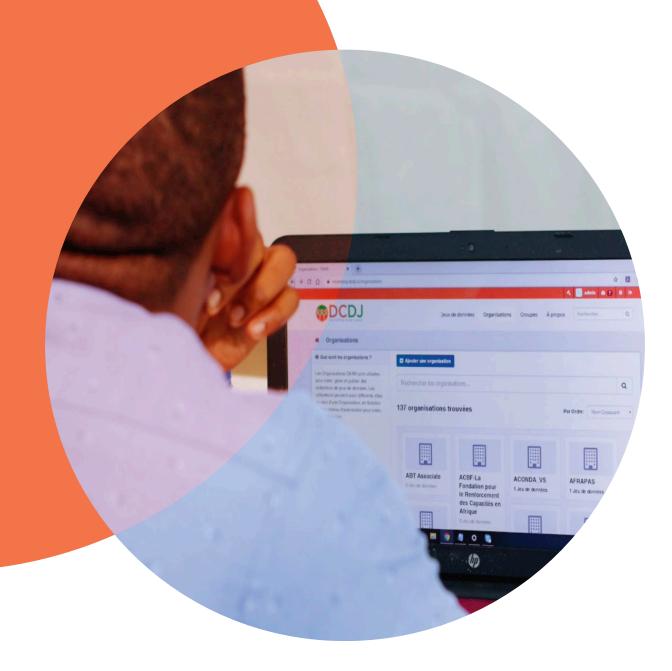
## Des Chiffres et Des Jeunes (DCDJ)

Des Chiffres et Des Jeunes (DCDJ) est un projet du programme DCLI (Data Collaboratives for Local Impact) piloté par le MCC (Millennium Challenge Corporation) et financé par le PEPFAR (President's Emergency Plan For Aids Relief). DCDJ est un projet phare de ce programme et le premier projet du genre dans la sous-région. DCDJ est basé sur la démultiplication des compétences et ressources nécessaires à la révolution des données dans des domaines comme la Santé, le Genre, la Croissance Economique et l'Education.

## Thematiques

Abris et Soins
Alimentation et Nutrition
Droit
Economie
Education
Environnement
Genre
Geographie

Nutrition
Pauvreté
Phychosocial
Protection
Renforcement Economique
Santé
Securite
Socio-démographie

## Derniers descriptifs jeux de données

Liste des participants sur la sensibilisation de la réconciliation et PAIX ( ONG UFDCEM ) *(2021-02-03)*
La liste des personnes qui ont participé à la sensibilisation sur le DROITS DE L'HOMME ( ONG UFDCEM ) *(2021-02-03)*
La liste des participants sur la PROTECTION D'ENFANTS (ONG UFDCEM) *(2021-02-03)*
Liste des parents d'élèves d'on leurs enfants reçoivent des cours de renforcement à domicile ( ONG UFDCEM ) *(2021-02-03)*
La liste des participants sur la sensibilisation de la Santé : COVID-19( ONG UFDCEM ) *(2021-02-03)*
Listes des partenaires sexuels élicités pour l'index testing au cours du trimestre Juil-Sept 20 (MH) *(2021-02-03)*
Listes de séances d'IEC/CSCD organisé au cours du trimestre Juil-Sept 20 (MH) *(2021-02-03)*
Liste des enfants attendus pour la DBS et CTX au cours du trimestre Juil-Sept 20 *(2021-02-03)*
Listes des patients ayant réalisé au moins deux charges virales au cours du trimestre Oct-Nov-Dec (MH) *(2021-02-03)*
Listes des patients stables au cours du trimestre Oct-Nov-Dec (MH) *(2021-02-02)*

## Les organisations à la Une

Development Gateway [0]
ARSIP [26]
ONG ESPACE CONFIANCE [26]
HOPE-CI [25]
RIP+ [23]

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Réseaux sociaux

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A data inventory is a fully described record of the datasets maintained by/ for an organization, region, thematic area, or government.

This resource shares the experience of creating a Data Inventory for Des Chiffres et Des Jeunes (DCDJ) in Côte d'Ivoire. The DCDJ Data Inentory is specific to the HIV/AIDS context in the country, and includes topics related to health, gender equality, education, and economic growth.

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# GLOSSARY OF TERMS

**Anonymization** - The process for removing personally identifiable information (PII) from a dataset

**Dataset** – A collection of information (data) on a specific topic, usually housed in a spreadsheet.

**Data Inventory** - the web-based platform used by a community of data users to share information about types of data being collected by different organizations and how it may be used and shared between community members.

**DCDJ Data Fellows** - a group of youth in Côte d'Ivoire who were selected and trained in data science through the Des Chiffres et Des Jeunes project. After training, the Data Fellows were placed as interns in government or NGOs key to DCLI program objectives in Côte d'Ivoire.

**Metadata record** - Metadata is the information about a specific dataset. Usually this includes information about the dataset owner, date range, topics covered and data quality. The inventory is populated by individual metadata records.

# ABBREVIATIONS

| | |
|---|---|
| **COSCI** | Council of NGOs Fighting AIDS and Other Pandemics in Côte d'Ivoire |
| **CSO** | Community Service Organization |
| **DCDJ** | Des Chiffres et Des Jeunes (Figures and Youth) |
| **DCLI** | Data Collaboratives for Local Impact |
| **MCC** | Millennium Challenge Corporation |
| **NGO** | Non-Governmental Organization |
| **PEPFAR** | President's Emergency Plan for AIDS Relief |

# BACKGROUND

A data inventory is a fully described record of the datasets maintained by/for an organization, region, thematic area, or government. Each inventory record contains basic information like data set name, purpose, owner, quality, and/or update frequency. This basic information about each data set is known as the "metadata." A metadata inventory is beneficial in a context where information may be siloed across organizations, institutions, and departments, but where information could be useful when shared, or where valuable datasets are held by organizations working at the regional level.

For Des Chiffres et Des Jeunes (DCDJ) in Côte d'Ivoire, the goal of our data inventory was to create a directory specific to the HIV/AIDS context in the country, including topics related to health, gender equality, education, and economic growth. While in general, this type of information can be very sensitive, none of the metadata records inventoried in the platform contain sensitive information. The inventory, like the DCDJ program, focused on organizations and agencies in Man, Daloa, Cocody, Abobo East, Bouake, and San Pedro. These areas were selected due to their particularly high rates of HIV/AIDS incidence and other health and economic challenges.

This resource was created as part of the DCDJ program. DCDJ is led by Development Gateway and funded by the Data Collaboratives for Local Impact (DCLI) program. Through a number of activities, the program works to improve data availability at the national and hyper-local levels. It involves communities in defining solutions, and trains young people to become experts in data analysis and visualization around decision-making. Across activities, DCDJ supports innovation to improve data use and availability for health, gender, economic growth, and education outcomes.

# PARTNERS

**SBC4D** specializes in research & development, program management and execution in the ICT sector. Core staff and consultants have decades of experience in programs and projects in the ICT for Social and Economic development domain, with a special focus on mobile and voice technologies (surveys, mobile data collection, polling, citizen journalism, etc.) on Agriculture and on Open Governance and Open Data.

**Development Gateway** provides data and digital solutions for international development. We create tools that help institutions collect and analyze information; strengthen institutional capability to use data; and explore what processes are needed to enable evidence-based decisions. A mission-driven nonprofit since 2001 with staff based in five global hubs and around the world, DG makes development data easier to gather, use, and understand.

**Council of NGOs Fighting AIDS and Other Pandemics in Côte d'Ivoire (COSCI)** is a network of over 145 Ivorian CSOs focused on fighting HIV/AIDS.

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1. GovExLabs, "Data Inventory Guide," 2019, https://labs.centerforgov.org/data-governance/data-inventory/
2. Open Data Watch, "Assessing the Coverage and Openness of Official Statistics," http://opendatawatch.com/publications/open-data-inventory

# INTRODUCTION

**DCDJ and the Council of NGOs fighting AIDS and other pandemics in Côte d'Ivoire (COSCI) built a searchable list of hyper-local datasets across CIV. The data inventory holds records of which organizations have datasets related to topics of community interest; for example, which organizations have data on the number of individuals tested for HIV/AIDS in a specific year. The benefit is that collating information from disparate sources into one unified platform reduces duplication of efforts and siloed information. Using this data inventory, anyone – local officials, clinicians, community groups, researchers, etc. – can contribute to and access information on datasets in the inventory.**

**Existing Data Ecosystem & Gaps**

Across DCLI, we have found that data flows from the hyper-local levels in the form of reporting, but that local programs do not typically use that data themselves. Without local data, individuals often act as passive "beneficiaries." There are strong arguments that local efforts and local governments are positioned to make the biggest impact toward the SDGs. Despite this, there is still very little data actually accessible, shared, or reused locally.

DCDJ worked with COSCI, a collaborative of 145+ community groups, on building, populating, and improving the inventory. Through the partnership COSCI helped DCDJ understand what data already exists at the community level. This knowledge is essential to empowering local government, development partners, community organizations, and citizens to actually use that information.

## WHY A DATA INVENTORY?

A data inventory was envisioned very early in the project and was completed in 2020. One ongoing issue for many communities and organizations is the silo-ing of needed information, specifically at the local-level. In Côte d'Ivoire government agencies and CSOs at all levels are unaware of what data sets exist, default to not sharing existing data, and duplicate efforts in data collection – or in some cases, fly blind without needed data. The data inventory is meant to solve these problems.

While the data inventory does not contain any actual datasets, it does contain metadata records that show what types of information other organizations have already collected. It encourages data sharing and provides a platform for contacting the owner of the data set. In some cases, an organization might contact a dataset owner to ask for one specific figure, say the number of people who received services from a particular clinic, or they might be asking for the full or scrubbed dataset so they can do their own analysis.

Through outreach and training, we were able to help community members see the value in sharing  and using data. For example, a woman who originally led a small women's group and now leads a cooperative that owns over 7 hectares of land, said that data had always been useful to her, though she had not always seen that information as "data." Her dataset had long allowed her to connect with buyers and expand the cooperative's business, but now the inventory enabled her data to be useful to others as well.

There are limitations to a data inventory, and it is important to consider your specific community and context before starting. For example, some organizations, institutions, and specifically businesses may consider their datasets proprietary and will not be interested in sharing. Some communities with nascent data ecosystems might be better supported through more foundational support before embarking on a data inventory.

**Presenting the framing for Cohort 2 of the DCDJ Fellowship Program**

# THE PROCESS

After identifying the need for a data inventory and starting conversations with stakeholders and partners, it took over a year to fully implement the data inventory project. Two workstreams were completed simultaneously: 1) technical development of the platform and 2) community engagement around data. Depending on the regions, organizations, and community needs, the timeline may be in a slightly different order for others working on a similar project.

## TECHNICAL IMPLEMENTATION

The technical development refers specifically to the process of building, testing, and deploying the technical infrastructure housing the data inventory.

**1. Develop Systems Requirements**
The first step of any technical build is to understand what is needed. The process of defining technical requirements creates a written and agreed-upon understanding of what should be included in the final product. While not complex, the requirement writing could be its own "how-to." A few general tips include:

- Write from the perspective of the user. Understanding what kind of functionality a user needs or wants will create a better user experience and a more sustainable product.
- Be specific about functionality. Rather than writing "there should be filters," include the types of filters (i.e. region, sector, use, etc.), how the filters should display, or how the filters interact with other features.
- Write clearly and understandably. Be consistent with terms and create a glossary when necessary.

- Once the requirements are completed, make sure you have them validated by users or an outside group.

For this specific data inventory, we outlined the requirements for the following pages and functionalities:

- Overview
- Homepage
- Search functionality
- Sectors for tagging
- New data sets - how to display
- Action functionality - sign up/login, add new datasets, edit existing datasets, collaborate with others
- Admin functionality

Each section of requirements includes information about the purpose, intended use, functionality, settings, and expected layouts and visuals. While each requirements document is different, our written requirements may give useful insight into the process.

One overarching goal was to develop a data inventory that would be sustainable and require few updates after the initial launch. For that reason we decided on a cloud based solution.

Additionally, rather than build a custom product from scratch, we prioritized using an open-source (free/no license fee) platform. Our choice, CKAN, is a framework for open-source data portals, so the basic format was ready "off-the-shelf." With CKAN as a foundation, the team then customized the platform by adding the homepage, fields, languages, tags, search options, and user functionalities outlined in the requirements. These customizations made the data inventory usable for our users' specific needs. A third consideration was that CKAN is built in Python, which is a common coding language in which many of the DCDJ Data Fellows are already trained. Finally, CKAN has a strong online community of developers and significant documentation as well. All of these features increase the long-term sustainability of the data inventory. The full source code for the customized  DCDJ data inventory is available on our GitHub.

### 2. Validation

After developing the requirements, we convened a group of COSCI members and other stakeholders to review and validate the requirements as laid out. By iterating the designs and functionality based on real user feedback before starting technical development, we ensure that the tool is developed around the actual needs of our target user groups – in this case, local-level agencies and CSOs. While this is part of the technical development process, it is also an important part of community engagement. Through the validation process, stakeholders take ownership and become more invested.

### 3. Beta Build

Once we completed the validation and requirements process, we developed a data inventory on a beta platform using CKAN. This beta platform allowed us to test functionality, visuals, uploads, and user experience. Once the beta platform was completed, we tested it internally, with the Data Fellows, and with 17 other stakeholders. We then used that feedback to make final tweaks to the platform.

### 4. Load the Datasets

As we were finalizing the portal, we loaded the initial datasets that had been identified during the early stages of partner outreach. Working with the Data Fellows to identify and expand the datasets was an important part of the process. We learned that it was much easier to engage in community outreach with a pre-populated inventory, which will be discussed later. Loading the datasets also allowed for a final round of testing.

# COMMUNITY ENGAGEMENT

Community engagement was critical for ensuring the success of the data inventory platform. Both because populating the data inventory required the community to contribute datasets, but also because sustainability requires the community to manage the data.

**1. Awareness Raising**

One of our biggest challenges was getting buy-in from the community – specifically those who own and/or would use the data. Originally, many partners did not understand or did not see the value in the inventory. According to Ms. Frida Seka, Gender and HIV/AIDS Specialist at DCDJ, who led the community outreach on behalf of DCDJ and COSCI, **"there is not a culture of data in Côte d'Ivoire."** Working in partnership with COSCI was a key to the data inventory's success. COSCI had an existing network of organizations that might have an interest in the inventory – even if it was still an

unknown concept to them. Awareness-raising was essential to attracting these organizations. To raise awareness, we undertook the following activities:

- Community meetings with potential users and stakeholders
- Community events about data science, data use, and the data inventory
- One-on-one meetings with organization managers to explain the goals and value of the data inventory
- Using CSO networks to drive awareness of the platform
- Leveraging the DCDJ Data Fellows to raise awareness on the use of data and the goals of the inventory
- An official platform launch, and a recording of the event is available here.



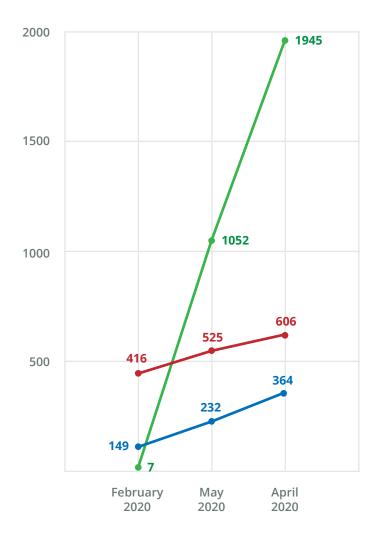DCDJ team and partner COSCI at a community event

At first, DCDJ and COSCI were targeting organizations primarily in the capital but were not seeing much engagement. Once outreach was revised to more heavily target organizations outside of the capital, we saw an increase in the number of datasets and users. By meeting and working directly with these organizations the engagement numbers began to increase.

In addition to raising awareness in general, we had to think creatively about the ways organizations and community members would find value in the data inventory. Approaching the inventory as a way to increase communication and partnerships between organizations or for organizations to raise their community profiles are two less obvious benefits of the data inventory. With a well populated inventory, CSOs can learn more about each other, see overlapping areas of interest, and identify potential partnership opportunities.

**Engagement Results Over Time**



- ● Number of Organizations Registered
- ● Number of Site Visits per Month
- ● Total Number of Datasets

**2. Request Metadata on Datasets**

Outreach and awareness-raising are important activities not only because we want agencies and organizations to use the inventory, but also because the data inventory only works when metadata for the datasets – and when possible the data itself - is shared. Again, working through COSCI's networks, we asked organizations to provide information about the existing datasets they had.

While we were able to populate the inventory this way, we found that the most important contributions came from the DCDJ Data Fellows. Since many of the Fellows were already working within organizations holding this information, they were well placed to explain the concept and usefulness of the data inventory, and to request for the metadata records to be shared.

### 3. Training

Once we had completed the development and partially populated the platform, we held several trainings for community members to become familiar with the platform. [These trainings](#) included information about why and how the data inventory would be helpful to them, how to upload metadata records, data quality and use, and sessions on data anonymization and privacy. We quickly discovered that hands-on, interactive training was one of the best ways to increase community buy-in.

During the outreach, we also learned that some organizations are producing and reporting significant amounts of data, but are not analyzing or using this data. We used these trainings to fill this gap and to increase the use of data overall. Once organizations were trained and more engaged with their data, it was easier to get them interested in the inventory.
In addition to the training for community members, we also trained the DCDJ Data Fellows. The Fellows acted as an arm of COSCI, were involved in outreach, and were able to provide support and training for organizations as needed. Early in the training process, we identified key focal points within the organizations and the community. We provided additional training to the focal points, who became almost onsite technical support. We found that for many, reaching out to someone in their organization for help was much easier – and more sustainable – than reaching out to COSCI.

### 4. Launch

After the platform was completed, populated and community members were trained on using the platform, DCDJ and COSCI held a public launch event – with a communications and social media component – to increase knowledge of the platform and celebrate the work that went into creating it.

# Launch of the Data Inventory

The Data Inventory launched in May 2020, and the public launch event served as an external awareness-raising event for the platform as well as a celebration of the work that went into creating it.

**DCDJ**

**LANCEMENT DE LA PLATEFORME D'INVENTAIRE DES JEUX DE DONNÉES**

## Rejoignez-nous sur les réseaux sociaux :

f : @DCDJCI  |  🐦 : @DCDJCI  | ▶ : Communication DCDJ CI

**INVITEZ VOS PROCHES À SUIVRE NOTRE ACTUALITÉ !!!**

#225DataInventory #InventairesDesDonnées #DCDJ

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# SUSTAINABILITY ACTIVITIES

**1. Ongoing Feedback and Testing**

In many ways, platform development is an ongoing process as new datasets are added and the inventory is fine tuned. Before, during, and after the launch; we continued to take feedback from users, stakeholders, and the community on what was working and what could be improved. With this information, we were able to iterate on the platform and make it more user friendly. For example, trainees requested that video tutorials be included on the platform. These were created and then uploaded for platform users to access at any time.

**2. Quality Control**

The data inventory platform is currently available and open. Any Ivorian organization can create a login and upload metadata records. While the data inventory is mostly self-sustaining at this point, the inventory only works when populated with quality metadata records. As such, a DCDJ Data Fellow is currently responsible for ensuring record quality. During the handover process, the sustainability of this role will be considered.

**3. Handover and Ensuring Continuity**

While the data inventory does not require active maintenance, we still want to consider long-term sustainability after the project ends. Our partner Sejen will be the long-term owner of the Inventory, with interest in and capacity to maintain it, continue outreach, and hopefully grow its reach.

# PRIVACY CONSIDERATIONS

**Privacy is a critical consideration when developing a data inventory. While the data inventory itself should not contain any personal information, we should still consider the way users and contributors can ensure personally identifiable information remains confidential.**
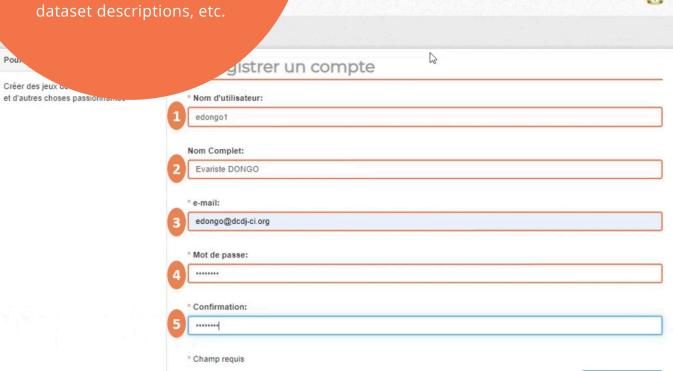
**Trainings** – Issues of digital privacy were a new concern for many of the individuals and organizations involved in the data inventory. We held extensive training sessions on what qualifies as personal information, anonymization of data, how to strip a data set, and when to say no to data requests.

**The Mosaic Effect** – Even when data is anonymized, collections of datasets used in tandem can unwittingly reveal information about individuals or groups of people. Since many of the datasets compiled in the data inventory relate to the treatment of HIV/AIDS, this information can be incredibly sensitive. While training for data inventory contributors is important, ongoing efforts to ensure data privacy are required; and should be considered for long-term safety and sustainability.

## Training Modules on the Data Inventory

On the Data Inventory website, several detailed and self-paced training modules are provided on how to create an account, add dataset descriptions, etc.

# BUDGET

The budget for this project breaks down into two primary categories: 1.) technical development and 2.) outreach, training, and community activities. This budget provides a broad overview and is meant to provide examples of the type of costs that could be expected. Your budget could differ drastically depending on location, audience, and capacity.

## TECHNICAL IMPLEMENTATION

While DCDJ used open-source software, the program still dedicated significant hours to ensuring proper development, creating documentation, user-testing, and platform customization. The below rate estimations are based on the DCDJ program, aligned with local personnel rates in CIV. However, programs should adjust for their own staffing needs and regional rate structures.

1. **Technical Lead** – manages the development and implementation of the platform including writing requirements, customizing, user testing, quality assurance, fixing bugs, and creating the platform documentation. We estimate that this position required around **41 days at $850** per day.

2. **Technical Analyst** – supports implementation of the platform including development, user testing, data entry, and fixing bugs. We estimate that this position required approximately **7 days at $700** per day.

## OUTREACH, TRAINING, AND COMMUNITY ACTIVITIES

This budget includes a variety of outreach activities over the course of two years. This includes more than 50 trainings, 12 community events, and the full data inventory launch. The budget for community activities, awareness-raising, outreach, and training should be considered in conjunction with a larger outreach plan. Consideration should be given to where and how outreach will have the most impact. Partners, community leaders, and other stakeholders should be consulted, specifically where in-kind contributions could keep costs in control. Again, our budget was developed based on the program, personnel rates in the country, and local costs, in addition to our outreach plan.

**Staffing Costs**
1. **Awareness Mobilization Manager** – This person oversees the full team and their training, outreach, and awareness raising activities for the data inventory. We estimated this position at **$300 per day**
2. **Capacity Building and Platform Coordinator** – This person is responsible for day-to-day outreach, organizing volunteers, training curriculum, reaching

out to partners, and attending community events. This position is estimated at **$300 per day**.

3. **Focal Points** – For each sector we assigned a focal point who was responsible for community mobilization and awareness raising. The salaries for these 12 individuals came as part of an in-kind contribution from partner organizations, but we supported the focal points by paying their internet and telephone fees (in the next section of the budget.) We estimated these positions at approximately **$100 per day**, but in our case, paid by our partner.

4. **Accounting Assistant** – The accounting assistant was part of the larger DCDJ project, but some time was dedicated to ensuring proper accounting for the data inventory. Again, this was an in-kind cost borne by our partners, but we estimate the position at **$150 per day**.

**Equipment, Materials, and Fees**

1. **Telephone and Internet Fees** – Included in our budget was telephone and internet connection fees for DCDJ staff and focal points. We estimated this cost at approximately **$180 per person per month**.

2. **Wifi Pockets** – These devices are used to create individual wifi networks for a connected laptop. This ensured that the management team and each focal point had internet access regardless of location, specifically focused on internet needs during training. These pockets cost approximately **$80 per person per month**.

3. **Printing, banners, outreach materials** – Over the course of two years we printed a number of outreach and training materials. We estimate that the total cost of this collateral material was approximately **$500 total**.

4. **Social Media Campaigns** – While we attempted to generate interest and engagement organically, we did budget for a few social media campaigns, specifically on Facebook and Twitter. The total cost for these campaigns was approximately **$300**.

**Transportation, Venues, Meals & Lodging**

1. **Meals** – Between breakfast, lunch, and coffee breaks during trainings and community events, we budgeted **$20 per person** for meals. Over the course of the project, 60% of this cost was an in-kind contribution, while 40% was paid for by DCDJ.

2. **Training/Event Venue** – We rented a venue for each workshop and event. This is another area where our partners were helpful in providing in-kind contributions. We estimate that each rental would cost **$175 per day**. For this project, all venue rental was an in-kind contribution.

3. **Car Rental and Fuel** – To support outreach, moving materials, and in-country transportation, we included car rental and fuel in the budget. We estimated this cost at **$165 per day**, which came as in-kind contribution from partners.

4. **Lodging** - Hotel costs for times when staff and focal points travelled as part of outreach or training for the data inventory. We estimated lodging costs at **$65 per night**. This was an in-kind contribution as well.

5. **Per Diem** – Ensuring staff and focal points had meals and incidental expenses covered when traveling in relation to the data inventory. We estimated per diem at **$76 per day**. Through our partnerships, this was an in-kind contribution.

6. **A budget worksheet is here** to help you think through the costing process for your data inventory.

# IMPACTS

DCDJ's Data Inventory was designed to make local data available to local CSOs. However, when it originally launched, only 2% of the 530 stakeholders (across 100+ organizations) had submitted datasets. Initially, according to Ms. Frida Seka, "the organizations felt like the inventory was a new problem we were adding to their shoulders." Through intensive awareness raising, data management training, and ongoing contact, the data inventory has grown exponentially since its inception and initial iteration.

Of the 530 individuals included in the outreach (381 men and 149 women), 160 (69% men and 31% women) from 86 institutions are now trained on how to access the platform, submit data to the platform, and also on how to analyze data.

Of the data inventory training, Avi Eddy Bertand, Prevention Coordinator for Red Ribbon Côte d'Ivoire said, **"Training allowed us to better understand how we could manage our data, how to collect it, how to use it. Before, we had difficulties being able to properly organize and secure our data, and the data was actually manipulated by everyone within the organization. Now we have assigned someone to be responsible for the data and to share with partners when needed. We have also advised other NGOs to take part in the training and become members of the platform."**

As of February 2021, stakeholders have supplied 606 total datasets with more added regularly. Each organization has submitted an average of five datasets, and we were able to increase dataset submission from 2% to 86% of targeted organizations in under a year. The Inventory acts as a bridge between organizations. People have easy access to new contacts and understand their roles in the larger data ecosystem more clearly. Finally, as Dongo Evariste, DCDJ Fellows Ambassador, explained, **"CSOs are showing increased interest in the inventory, volunteering staff time to help the platform grow. CSOs also find the inventory useful, because it provides an easy map of the organizations working on a given topic, promotes sharing of information, and can trigger new partnership opportunities."**

### Data Inventory Outreach
**530** 381 men and 149 women

### Individuals from Institutions Trained
**160** 69% men and 31% women

# KEY FINDINGS AND RECOMMENDATIONS

Throughout the process of implementing our data inventory, we learned tremendously. Here are a few key takeaways from the project.

1. **Start with the basics** – Côte d'Ivoire's data culture is promising, but also still new and emerging. We realized quickly that to create a successful data inventory, we needed to start with the basics: ensuring that community members understood key concepts of data management and use – and specifically how these ideas and tools will make their work easier.

2. **Build from existing networks** – Working through COSCI's existing network of Ivorian organizations proved to be a critical decision. We were able to rely on the partnership and their existing network of 145+ community-based organizations to raise awareness of the platform, message their networks, and for support with training. From the beginning, COSCI was able to map their network to understand which organizations would benefit from the data inventory and which organizations might have existing datasets. Our partnership allowed us the flexibility to adapt and meet organizations where they were so we could provide the greatest impact.

3. **Seek data inventory ambassadors** – Having a network of DCDJ Data Fellows was also incredibly helpful. The Data Fellows had already completed a training course in data science and understood the concept of a data inventory before ours was completed. The Fellows were then placed as interns in government or NGOs key to DCLI program objectives in Côte d'Ivoire. They were able to act as ambassadors for the concept of the data inventory and to provide training on-site. We also reached out to this network to find datasets within their organizations as an initial way to populate the inventory with quality datasets.

4. **Close the data gap** – Many organizations were familiar with the basics of data collection but did not have experience using data. While organizations and agencies are collecting significant amounts of data, they are not necessarily analyzing or using the information they have collected. To increase engagement with the inventory, it was important for us to provide training to close this gap.

5. **Provide visual and interactive training** – When we were first working on awareness-raising within our partnership networks, we did not have a final platform populated with metadata records. It was difficult for community members to envision the tool, how it would work, and why they would need to incorporate it into their work. Once they were able to see and explore the platform, the purpose and training were much clearer.

6. **Consider privacy concerns** – While organizations fighting HIV/AIDS are very aware and responsive to the sensitivities of the data they collect, there are additional considerations that go into the data inventory. It was important to provide training on the types of information that should be included in the metadata record, how to anonymize and scrub datasets of personally identifiable information, but also when it is appropriate to comply with a request to share data, to what degree, and when to decline to share.
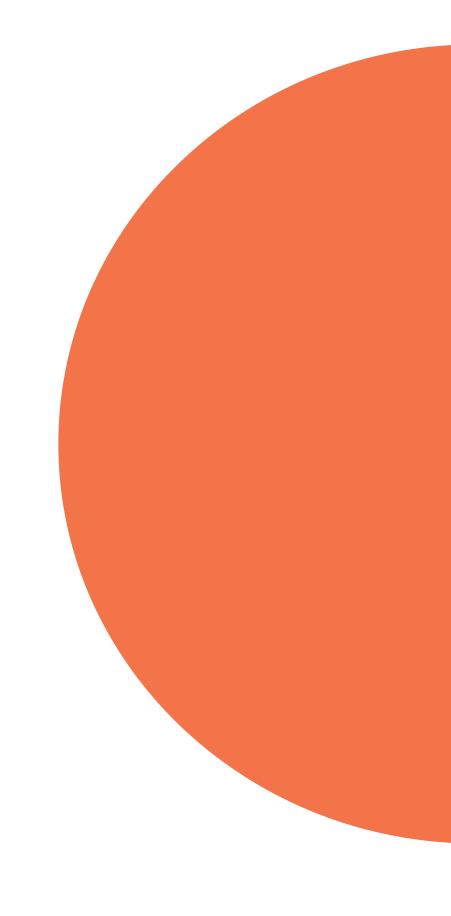
# CONCLUSION

At the beginning of 2021, the DCDJ data inventory is still new and expanding. We continue to learn about the ways people are finding it useful in their work and ways to raise awareness about the tool. Our main findings are that data itself is a useful tool and that having the right data at the right subnational level can make a difference for organizations and institutions working to make informed decisions. We also found that at its core, a data inventory is a social network. To make it successful, we needed to activate our partnership networks to get information about the tool to the organizations we wanted to be part of this community and that would most benefit. Finally, privacy considerations and related trainings are an important part of building trust between organizations and community members.

Looking to the future, we hope that the platform continues to grow and to provide value. The platform itself is built on an open-source solution that requires very little maintenance. Organizations are encouraged to continue uploading metadata records. Additionally, by identifying focal points at each organization, who act as ambassadors, we

see the platform continuing to grow through professional networks. These focal points are also trained to both use the platform and can train others as well, which ensures sustainability. The Inventory is public, and Development Gateway will continue to host the platform through 2021. After this, Sejen, a partner organization will take responsibility for the platform.

The data inventory is now seen as a useful tool, specifically for those who need local level data in their work. As Ms. Seka put it, "it is a long and complex process to get entities to fully buy into the platform, but we are seeing more and more partners getting involved every day. Our work is not done, but the Inventory can help NGOs truly realize the importance of their work."