

# Tool for Assessing Statistical Capacity -TASC 2.1-Digital Package

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# The TASC 2.1-Digital Package

## Introduction

The Tool for Assessing Statistical Capacity or TASC 2.1-digital package is an improved, online version of the TASC 2.1-paper based tool. It is designed to reduce the burden on the Administrator when compiling results, as well as eliminate the use of paper. However, to use the TASC 2.1-digital package, the Administrator and participants *must* have an internet connection and the Administrator requires a Google account. This is because the data compiled is stored in the Administrator’s Google Drive. Please note, TASC does not collect any personally identifiable information.

The package consists of three files:

- **TASC 2.1-Digital Original Form:** The purpose of this form is to act as a template for Administrators to copy and send out to their management and staff. Once sent, experts will individually fill out each module for which they identify as an “expert”. A second copy of this form will be created and used to answer the group section of the TASC. This form replaces the paper and PDF versions of the TASC answer sheet from the manual version.
- **TASC 2.1-Digital Original Sheet:** The purpose of this sheet is to collect and transpose the answers from the form, above, so that they can be copied and pasted into the TASC Results Calculator, detailed below.
- **TASC 2.1-Digital Results Calculator:** The purpose of the Results Calculator is to aggregate NSO individual and group answers to inform NSO staff, managers, and international partners of the NSOs current statistical capacity.

This document is for Administrators only, not participants who will be answering the TASC. All Administrators should also read the TASC Administrator’s Manual and watch the videos to understand the purpose, method of TASC administration, and the interpretation of results.

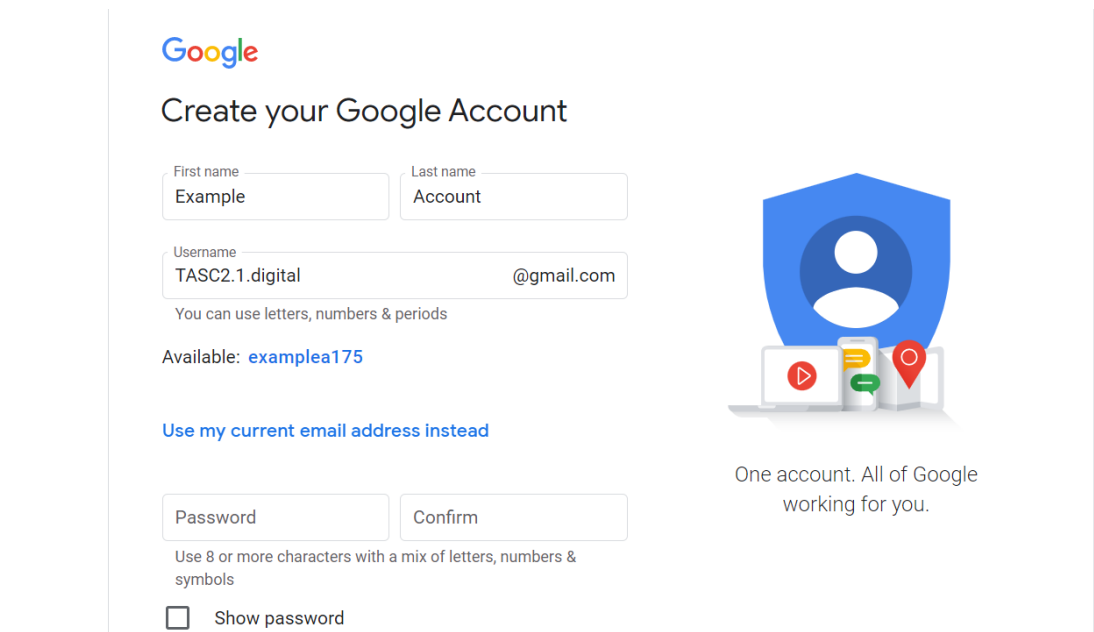
## Steps to Use TASC 2.1-Digital

This section is organized into three subsections: Before, During, and After. “Before” describes each of the steps the TASC Administrator must complete to prepare the Google Form and Sheet for participants. “During” refers to the TASC 2.1-digital administration utilizing the TASC Administrator’s Manual, and the Google Form. “After” describes the work Administrators must complete to transfer answers from the Google Sheet to the TASC Calculator for scoring.

### Before:

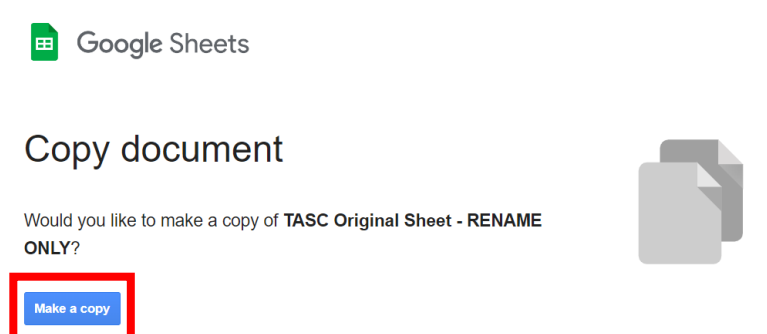
**IMPORTANT:** The steps in this section must be completed **twice:** once to build a Google Sheet and Google Form for Individual Responses and second Google Sheet and Google Form to store Group Responses. Therefore, the Administrator must create two spreadsheets and two forms before administering the TASC.

1. To use TASC 2.1-digital, you must have a Google account. Google accounts are free to create. Click on [this](#) link to sign up for a Google account; you should see a screen similar to the image below when you click on the link.



This Google account will enable you to save all TASC-related forms and sheets to your personal Google Drive. This drive is a cloud storage and file sharing platform that allows you to create, save, and edit content on the web.

2. Once you have created a Google account, click on "[TASC Original Sheet](#)" to make a copy. When you click on this link, you will see the screen below populate in your browser. Click on the blue "Make a copy" button, as highlighted in red below.



Rename the document from "Copy of TASC Original Sheet - RENAME ONLY" to "TASC [Name of organization] Individual" where [Name of organization] is the name of the country or NSO this TASC is being conducted for (e.g., for Malawi, we would name this sheet "TASC Malawi Individual Sheet"). You can rename a file in the Google environment by clicking inside the box highlighted in red, below, and typing your desired name.

Timestamp	Individual	Which department do you	What is your position in th	How many years have yc	Are you an expert in Insti	1.1 Law exists that create	1.2 Law e
7/25/2022 16:23:28	Individual	Human Resources	Head of HR	Between 3 and 6 years	Yes	The law exists and is folk	Law exist
8/3/2022 8:44:30	Individual	Dissemination	Head of dissemination	Between 6 and 9 years	Yes	The law does not exist bu	Law exist
8/3/2022 9:50:50	Individual	Publicity	Head of Publicity	More than 10 years	Yes	The law exists but is not l	Law exist
8/3/2022 10:20:08	Individual	Government Relations	Head of Government Rel	Less than 1 year	Yes	The law does not exist ar	There is r
8/5/2022 10:22:14	Individual			Between 1 and 3 years	Yes	The law does not exist bu	Law exist

Note: Upon opening the Google Sheet, you will see the content of the first tab, Example\_Responses. This content, see yellow box above, consists of dummy data that will be overwritten by your expert’s own responses. Click on the third tab, Institutional\_Capacity. Notice the red #N/A values in many of the cells, see red box, below. Always ignore these red #N/A values. They simply mean the sheet is waiting for participants to fill the form out.

	A	B	C	D	E	F	G	H	I
1	Are you an expert in Institutional Capacity?	Yes	Yes	Yes	Yes	Yes			
2	1.1 Law exists that creates and mandates a N		3	2	1	0	2	#N/A	#N/A
3	1.2 Law exists that mandates collection of cer		3	2	1	0	1	#N/A	#N/A
4	1.3 Law exists that specifies that respondents		3	2	1	0	1	#N/A	#N/A
5	1.4 Procedures exist to report political or adm		3	2	1	0	2	#N/A	#N/A
6	1.5 Law exists that mandates respondent par		3	2	1	0		#N/A	#N/A
7	1.6 Current legislation specifies the following		3	2	1	0		#N/A	#N/A
8	1.7 Decisions on all steps of data collection a		3	2	1	0		#N/A	#N/A
9	1.8 The country has implemented a statistical		3	2	1	0		#N/A	#N/A

- Next, click on "[TASC Original Form](#)" to make a copy. When you click on this link, you will see the screen below populate in your browser. Click on the blue “Make a copy” button as highlighted in red below.



## Copy document

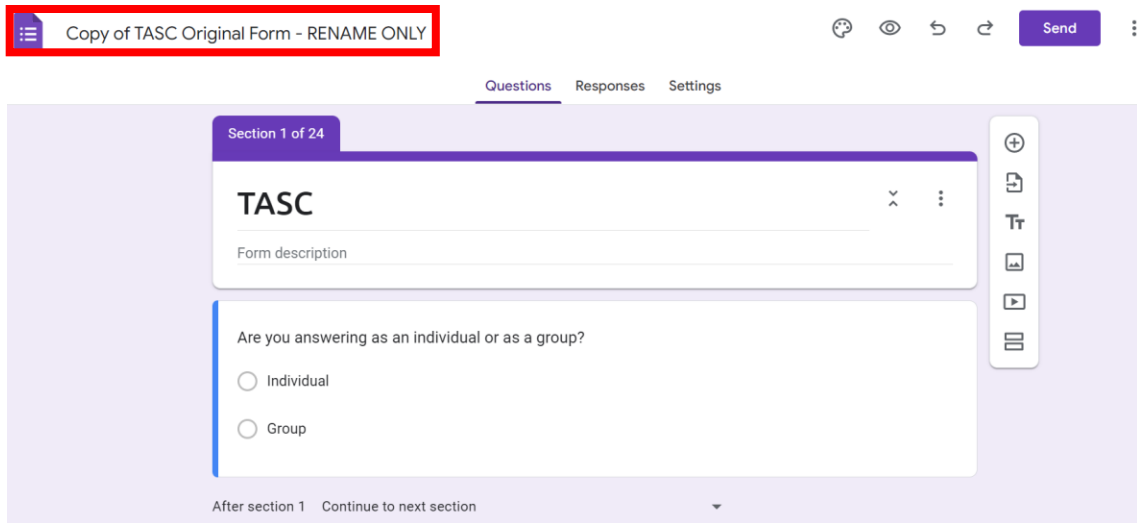
Would you like to make a copy of TASC?

**Make a copy**

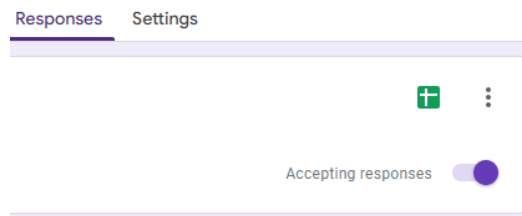


Note: This can take some time to load.

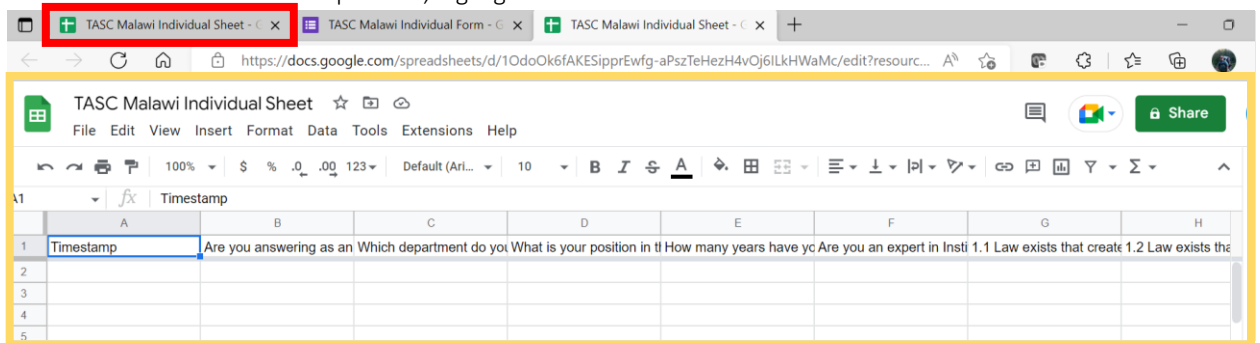
Rename the document to “TASC [Name of organization] Individual Form” (e.g., for Malawi, we would name this form “TASC Malawi Individual Form”). Again, you can rename a file in the Google environment by clicking inside the box highlighted in red, below, and typing your desired name.



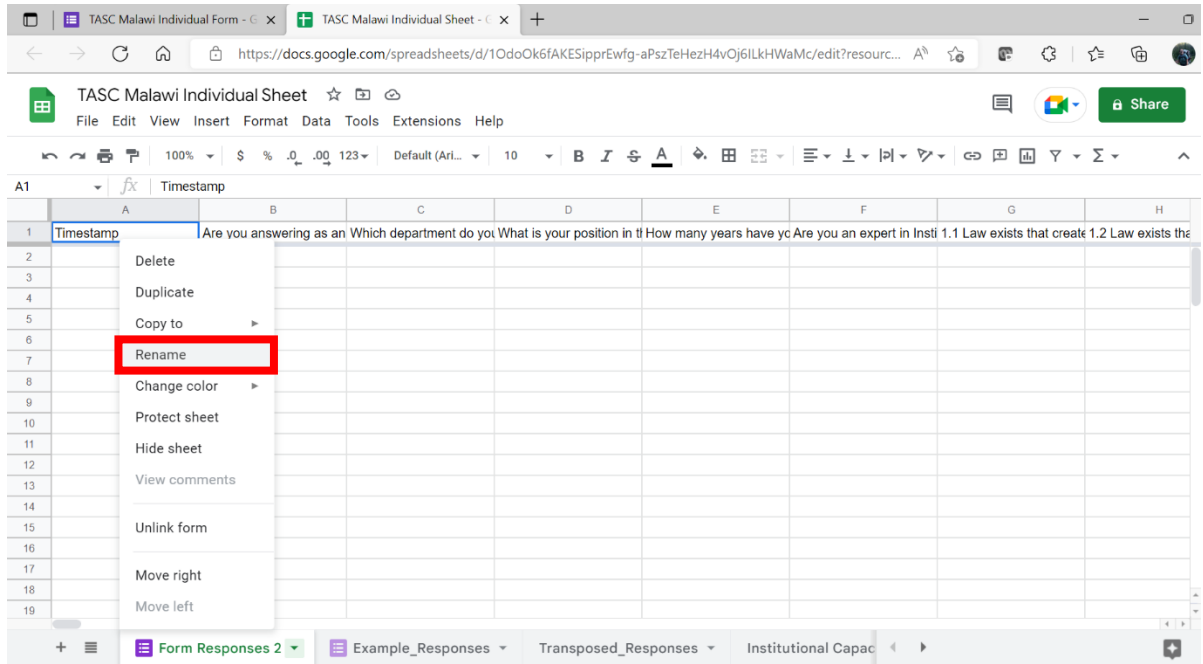
- In the newly created form, click on the Responses tab. To create a spreadsheet, click on the green and white Sheets icon in the top panel.



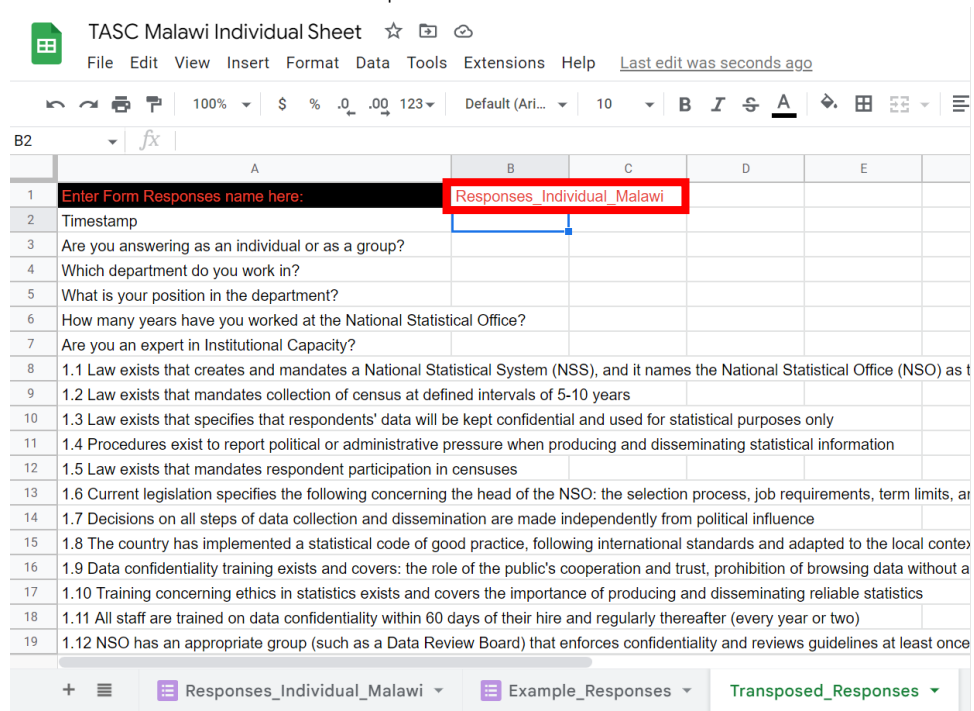
Click on “Select existing spreadsheet”, then, “Select”, and then click on the newly created sheet from Step 1 and click “Select”. This connects the new form with the new sheets. A new, linked and empty sheet will populate in your browser. The contents of this sheet are highlighted in yellow, below. Close the first sheet with the same name and example data, highlighted in red to avoid confusion.



- In the newly created Sheet, there will be a tab, called “Form Responses 2”, that pulls data from the linked form. Rename it to “Responses\_Individual\_[Name of organization]” (e.g., “Responses\_Individual\_Malawi”) by clicking on the arrow next to the tab name, and then clicking “Rename” from the pop-up highlighted in red, below. DO NOT forget the underscore (“\_”).

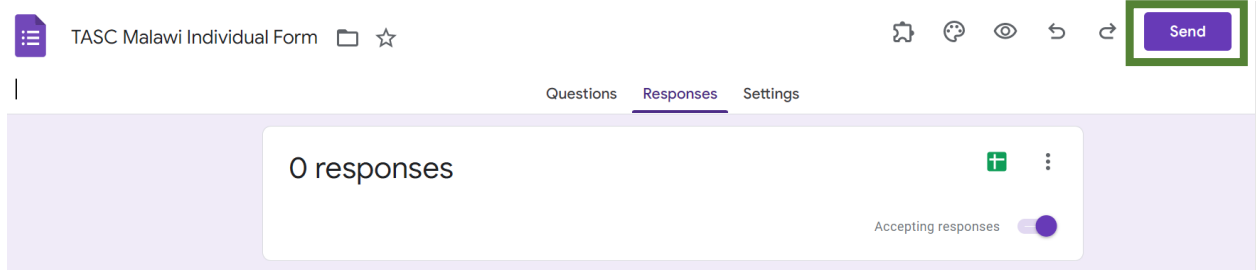


- Click on the “Transposed\_Responses” tab. In cell B1, enter the name of the tab created in step 4 (e.g., “Responses\_Individual\_Malawi”). Ensure that what you type in cell B1 exactly matches (i.e., case, spelling, etc.) the name of the tab created in step 4. If the name does not match, your sheet will not recognize which tab of information it is meant to transpose.

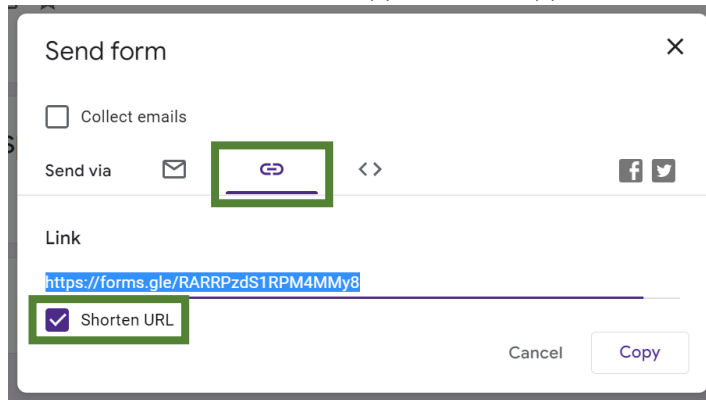


Give Google Sheets a few seconds to load and refresh the page if you do not see any changes; at this point, the sheet should be connected to the form. Now, if a participant fills out the form you created in Step 3 this sheet will populate with their answers.

- For participants to receive and fill out with digital form, you must create a URL for them to access. Go to the form created in step 3. Click on the Send button in the top right corner.



Click the link icon. Then click Shorten URL. Click the Copy button to copy the URL.



Once you have created this link, send the URL out to all participants or to the main point of contact at the NSO for distribution.

- Repeat Steps 1 to 7 again to collect group responses with the following changes: the sheet is named “TASC [Name of organization] Group Sheet” and the form is named “TASC [Name of Organization] Group Form”. This form and sheet should also be linked.

### During:

- Teach the NSO how to use TASC and fill it out correctly. Administrators should refer to the TASC Administrator’s Manual to understand its structure, administration, scoring, and results interpretation. Participants will access the Google Form to fill out TASC. Ensure users *only* fill out the census operation modules they are an expert on.

### After:

- Download a new copy of TASC2.1-Digital\_Results-Calculator.xlsx.
- Open the sheet (e.g., “TASC Malawi Individual Sheet”) again. The spreadsheet should now be populated with answers across all the subject tabs from the forms filled out by NSO experts.
- To calculate results using TASC 2.1-digital, simply copy and paste the mapped numbers in each tab in the spreadsheet (e.g., “Institutional Capacity”, “Mapping”, “Sampling”) into the corresponding tab in the Excel file downloaded in Step 10. The mapped numbers are highlighted in blue in the following picture.

	A	B	C	D	E	F	G	H
	Are you an expert in Census / Survey Planning and Management?	Yes	Yes	Yes	Yes	No		
2.1	National Statistical Office (NSO) has permanent staff	3	2	1	0	#N/A	#N/A	#N/A
2.2	Plans for each census include detailed physical space	3	2	1	0	#N/A	#N/A	#N/A
2.3	Plans for major surveys include detailed physical space	3	2	1	0	#N/A	#N/A	#N/A
2.4	Plans for each census include estimates of staffing needs	3	2	1	0	#N/A	#N/A	#N/A
2.5	Plans for major surveys include estimates of staffing needs	3	2	1	0	#N/A	#N/A	#N/A
2.6	NSO has an established hierarchical structure and a	3	2	1	0	#N/A	#N/A	#N/A
2.7	If mobile data capture is used, a multi-disciplinary work	3	2	1	0	#N/A	#N/A	#N/A
2.8	If mobile data capture is under consideration or in use	3	2	1	0	#N/A	#N/A	#N/A
2.9	If mobile data capture is being considered, a multi-disciplinary	3	2	1	0	#N/A	#N/A	#N/A
2.10	The publicity campaign for each census involves local	3	2	1	0	#N/A	#N/A	#N/A
2.11	Project budgets are divided into major operations, s	3	2	1	0	#N/A	#N/A	#N/A

- Delete any columns with N/A values from the TASC2.1-Digital\_Results-Calculator.xlsx file.
- Use the results from the "Summary of Scores" and "Table-" and "-Chart" Tabs to assess the statistical capacity of the organization.

## Understanding TASC 2.1-Digital (No action required)

When a form is submitted by a participant, a new row in the Responses tab (e.g., "Responses\_Individual\_Malawi") populates with all corresponding data entered by the participant in the form. To be clear, no one individual should be answering every question in the TASC because respondents are only meant to respond to census operational sections in which they are an *expert*.

You can see dummy data in the responses tab, which pulls data from the linked Google Form, below. Each row is one observation, or one respondent. Each column populated by an answer in that row represents their answer to one of the questions posed in the TASC.

A1	A	B	C	D	E	F	G	H
	Timestamp	Are you answering as an	Which department do you	What is your position in th	How many years have you	Are you an expert in Insti	1.1 Law exists that create	1.2 Law exists that mand
2	7/25/2022 16:23:28	Individual	Human Resources	Head of HR	Between 3 and 6 years	Yes	The law exists and is fol	Law exists and censuses
3	8/3/2022 8:44:30	Individual	Dissemination	Head of dissemination	Between 6 and 9 years	Yes	The law does not exist b	Law exists but the timeli
4	8/3/2022 9:50:50	Individual	Publicity	Head of Publicity	More than 10 years	Yes	The law exists but is not	Law exists but does not c
5	8/3/2022 10:20:08	Individual	Government Relations	Head of Government Rel	Less than 1 year	Yes	The law does not exist at	There is no such law
6	8/3/2022 10:20:08	Individual	Government Relations	Head of Government Rel	Between 1 and 3 years	Yes	The law does not exist b	Law exists but does not

This data is ingested and transposed (i.e., rows become columns and vice versa) in the Transposed\_Responses tab of the sheet. In cell B1 of this tab, we write the *exact* name of the tab where the Responses are being stored (e.g., "Responses\_Individual\_Malawi"). Using the formula `=transpose(INDIRECT(B1 & "!A:JR"))`, we take whatever value is stored in cell B1 and transpose the columns from A to JR (i.e., all the questions, each represented by their own column; see image, above) so the rows (i.e., observations of users entering responses) become columns (see image, below).



	A	B	C	D	E	F
	Enter Form Responses name here:	Responses				
1	Timestamp	7/25/2022 16:23	8/3/2022 8:44:30	8/3/2022 9:50:50	8/3/2022 10:20:00	8/5/2022 10:20:00
2	Are you answering as an individual or as a group?	Individual	Individual	Individual	Individual	Individual
3	Which department do you work in?	Human Resources	Dissemination	Publicity	Government Relations	
4	What is your position in the department?	Head of HR	Head of dissemination	Head of Publicity	Head of Government Relations	
5	How many years have you worked at the National Statistics Commission?	Between 3 and 5	Between 6 and 10	More than 10 years	Less than 1 year	Between 1 and 2
6	Are you an expert in Institutional Capacity?	Yes	Yes	Yes	Yes	Yes
7	1.1 Law exists that creates and mandates a National Statistical Service	The law exists a	The law does not exist	The law exists b	The law does not exist	The law does not exist
8	1.2 Law exists that mandates collection of census at defined intervals	Law exists and c	Law exists but d	Law exists but e	There is no such law	Law exists
9	1.3 Law exists that specifies that respondents' data will be used for statistical purposes only	Law addressing f	Law addressing g	Law exists but h	There is no such law	Law exists
10	1.4 Procedures exist to report political or administrative pressure on statisticians	Procedures exist i	Procedures exist j	Procedures exist k	The are no such procedures	Procedure exists
11	1.5 Law exists that mandates respondent participation in surveys	Law exists and l	Law exists but m	Law exists but n	There is no such law	Law exists
12	1.6 Current legislation specifies the following concerning data collection and dissemination	The legislation o	The legislation p	The legislation q	The legislation does NOT exist	The legislation exists
13	1.7 Decisions on all steps of data collection and dissemination are made by the NSO	NSO makes all r	NSO makes all s	NSO often faces	Data collection and dissemination	NSO makes all
14	1.8 The country has implemented a statistical code of good practice	Yes, and it is full	Yes, but it is only	Yes, but it is only	A statistical code of good practice	Yes, and it is full
15	1.9 Data confidentiality training exists and covers: the role of statisticians	Training program t	Training program u	Training program v	Training program does not exist	Training program exists
16	1.10 Training concerning ethics in statistics exists and covers: the role of statisticians	Training exists w	Training exists x	Training does not exist	Training does not exist	Training exists
17	1.11 All staff are trained on data confidentiality within 60 days of joining the NSO	All staff are trained	Only staff directly	Staff directly	Staff directly	No training on data confidentiality

This step transforms the Google Forms data into a format the Results Calculator (TASC2.1-Digital\_Results-Calculator.xlsx) can understand, allowing summary operations (e.g., scoring for NSO capacity results) to occur.

### Mapping from character-based to code-based answers

In each tab, the text-based answers from the Google Form are mapped to a numbered output from 0 to 3 (i.e., one code for each corresponding answer provided) using the formula below:

`=HLOOKUP(Cell_to_map,Lookup_table,Which_Row_To_Use,Exact_or_Approx)`

This mapping step is necessary for respondent answers to be readable by the results calculator.

Below is an example of this formula as it is used in cell B2 in the "Census / Survey P & M" tab:

`=HLOOKUP(Transposed_Responses!B49,$C$31:$F$32,2,0)`

**This formula states:** use the lookup table at `$C$31:$F$32` and map the value in `Transposed_Responses!B49` to the correct number from the lookup table. We use the 2<sup>nd</sup> row (hence we have `2`) and we want an EXACT match, therefore we place `0` at the end.

Note: the \$ signs in `$C$31:$F$32` mean these are *absolute* references and so they will not change for other values in the same row. Otherwise, these references would change for different form responses.