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## Capacity development at IKI Small Grants

### Recommendation list for **data management software**

The table provides an overview of various data management software, free of charge, each with a different area of focus. It highlights key features, along with the pros and cons of each tool.

Feel free to explore the different options – these suggestions are meant to support your capacity development journey.

Program	Description	Key Features	Pros/Cons
<i>For data collection</i>			
<a href="#">KoBo Toolbox</a>	Free, open-source suite for data collection and analysis designed for humanitarian work.	<ul style="list-style-type: none"> <li>• Mobile data collection</li> <li>• Offline capabilities</li> <li>• User-friendly form builder</li> <li>• Data management tools</li> <li>• Multimedia support</li> </ul>	<ul style="list-style-type: none"> <li>• Open-source and free (for non-profits)</li> <li>• Strong community support</li> <li>• Performance issues with large datasets</li> <li>• Limited advanced features</li> </ul>
<a href="#">Survey monkey</a>	Web-based survey platform designed for a wide range of data collection needs, from customer feedback to research surveys.	<ul style="list-style-type: none"> <li>• Easy-to-use survey builder</li> <li>• Multiple sharing options</li> <li>• Analytics and export tools</li> <li>• Secure and GDPR-compliant</li> </ul>	<ul style="list-style-type: none"> <li>• Very user-friendly and quick to set up</li> <li>• Strong analytics and reporting features</li> <li>• Most advanced features require a paid plan</li> <li>• Limited offline functionality</li> </ul>
<a href="#">Microsoft forms</a>	User-friendly tool within the Microsoft 365 suite for creating surveys, quizzes, and polls, facilitating real-time data collection and analysis.	<ul style="list-style-type: none"> <li>• Multilingual support</li> <li>• Branching logic</li> <li>• Customisable themes and branding</li> <li>• Real-time analytics and Excel export</li> </ul>	<ul style="list-style-type: none"> <li>• Seamless integration with Microsoft 365 apps</li> <li>• User-friendly interface suitable for non-technical users</li> <li>• Limited offline functionality</li> </ul>

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<p><a href="#">Survey CTO</a></p>	<p>Robust, secure platform for mobile data collection used in research, monitoring, and evaluation.</p>	<ul style="list-style-type: none"> <li>• Customisable surveys</li> <li>• Offline data collection</li> <li>• Real-time data upload</li> <li>• Integration with data analysis tools</li> </ul>	<ul style="list-style-type: none"> <li>• Strong data security</li> <li>• Professional support</li> <li>• Real-time upload</li> <li>• Free version has limited features</li> <li>• Can be complex for beginners</li> </ul>
<p><a href="#">Open Data Kit</a></p>	<p>Open-source suite of tools for data collection and management in resource-constrained environments.</p>	<ul style="list-style-type: none"> <li>• Mobile data collection</li> <li>• Offline data entry</li> <li>• Form builder</li> <li>• Customisation through XML</li> </ul>	<ul style="list-style-type: none"> <li>• Free and open-source</li> <li>• Active community support</li> <li>• Complex setup, technical skills required for advanced</li> </ul>
<p><a href="#">Google forms</a></p>	<p>Free tool for creating surveys, polls, quizzes, and forms, with easy integration with Google Drive.</p>	<ul style="list-style-type: none"> <li>• Mobile data collection</li> <li>• Real-time data upload</li> <li>• Customisable form builder</li> <li>• User-friendly design</li> </ul>	<ul style="list-style-type: none"> <li>• Free and easy to use</li> <li>• Real-time collaboration and data collection</li> <li>• Limited advanced question types and design options</li> <li>• Basic data analysis features</li> </ul>
<p><a href="#">QGIS</a></p>	<p>Free, open-source geographic information system (GIS) that allows for viewing, editing, printing and analysis of geospatial data.</p>	<ul style="list-style-type: none"> <li>• Map &amp; layer creation and editing</li> <li>• Processing and analysis</li> <li>• Map sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Free, open-source, customisable, supports many data formats</li> <li>• Integrates with GPS and field tools</li> <li>• Steep learning curve</li> <li>• Can be resource-heavy</li> </ul>

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**For data analysis (*qualitative*) → Mostly free trial versions, but extended or full versions must be paid for**

<a href="#">NVivo</a>	Comprehensive qualitative data analysis software designed to help researchers analyse and interpret complex data.	<ul style="list-style-type: none"> <li>• Data coding and categorisation</li> <li>• Text and multimedia analysis</li> <li>• Collaboration tools; AI integration</li> <li>• Visualisation tools (e.g., word clouds, charts)</li> <li>• Integration with other tools (e.g., Excel, SPSS)</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced qualitative analysis tools</li> <li>• Supports text, audio, and video data</li> <li>• High cost for individual users but free-trial available</li> <li>• Can lag with large datasets</li> </ul>
<a href="#">MaxQDA</a>	Comprehensive software for qualitative and mixed-methods data analysis, used for research and data interpretation.	<ul style="list-style-type: none"> <li>• Data coding and categorisation</li> <li>• Mixed-Methods analyses (quantitative &amp; qualitative)</li> <li>• Visualisations (e.g., charts, word clouds)</li> <li>• Text, audio, and video analysis</li> <li>• Collaboration tools; AI integration</li> </ul>	<ul style="list-style-type: none"> <li>• Supports qualitative and quantitative data</li> <li>• User-friendly interface</li> <li>• Expensive for individual users but free-trial available</li> <li>• Limited customisation options</li> </ul>
<a href="#">Taguette</a>	Free, open-source software for qualitative data analysis, designed for coding and organising textual data	<ul style="list-style-type: none"> <li>• Text coding and categorisation</li> <li>• Simple, web-based interface</li> <li>• Supports team collaboration</li> <li>• Export data to various formats (e.g., CSV, Excel)</li> </ul>	<ul style="list-style-type: none"> <li>• Free and open-source</li> <li>• Easy to use and set up</li> <li>• Limited advanced features</li> <li>• Lacks extensive visualisation tools</li> </ul>

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**For data analysis (quantitative) → Mostly free trial versions, but extended or full versions must be paid for**

<a href="#"><u>Stata</u></a>	Powerful statistical software for data management, analysis, and visualisation, commonly used in social sciences and economics.	<ul style="list-style-type: none"> <li>• Advanced statistical analysis tools</li> <li>• Data manipulation and management</li> <li>• Visualisations and reporting</li> <li>• Extensive built-in commands</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive statistical features</li> <li>• Easy-to-use interface</li> <li>• Expensive for individual users</li> <li>• Limited flexibility for custom functions</li> </ul>
<a href="#"><u>SPSS</u></a>	Widely used software for statistical analysis in social science, offering robust tools for data analysis and reporting.	<ul style="list-style-type: none"> <li>• Descriptive statistics and hypothesis testing</li> <li>• Regression and multivariate analysis</li> <li>• Easy-to-use graphical interface</li> <li>• Extensive data management tools</li> </ul>	<ul style="list-style-type: none"> <li>• User-friendly interface</li> <li>• Strong support and documentation</li> <li>• High cost for non-academic users</li> <li>• Limited flexibility for advanced users</li> </ul>
<a href="#"><u>SAS</u></a>	A suite of software for advanced analytics, data management, and predictive analytics, widely used in research and industry.	<ul style="list-style-type: none"> <li>• Advanced statistical modeling and data analysis</li> <li>• Data manipulation and transformation</li> <li>• Predictive analytics tools</li> <li>• Integration with other data tools</li> </ul>	<ul style="list-style-type: none"> <li>• Robust analytics and modeling capabilities</li> <li>• Extensive documentation and support</li> <li>• Expensive full version</li> <li>• Complex interface for beginners</li> </ul>
<a href="#"><u>R</u></a>	Open-source programming language and environment for statistical computing and graphics, popular among data scientists and statisticians.	<ul style="list-style-type: none"> <li>• Extensive statistical libraries</li> <li>• Customisable data analysis</li> <li>• High-quality visualisations</li> <li>• Active community support</li> </ul>	<ul style="list-style-type: none"> <li>• Free and open-source</li> <li>• Highly flexible and customisable</li> <li>• Steep learning curve for beginners</li> <li>• Requires programming knowledge</li> </ul>
<a href="#"><u>Matlab</u></a>	A high-performance software for numerical computing, often used in engineering, data analysis, and scientific research.	<ul style="list-style-type: none"> <li>• Advanced numerical and statistical analysis</li> <li>• Data visualisation tools</li> <li>• Support for matrix-based operations</li> <li>• Integration with other programming languages</li> </ul>	<ul style="list-style-type: none"> <li>• Powerful for numerical computations</li> <li>• Excellent visualisation and plotting tools</li> <li>• Expensive and complex</li> </ul>

Guide, which provides an overview of statistical software and its advantages and disadvantages:

[Which Statistical Software to Use? - Quantitative Analysis Guide - Research Guides at New York University \(nyu.edu\)](#)

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## For data presentation

<a href="#">Canva</a>	Design tool for creating presentations, infographics, and visual content with a user-friendly interface.	<ul style="list-style-type: none"> <li>• Drag-and-drop design tools</li> <li>• Pre-made templates for presentations and reports</li> <li>• Customisable charts, graphs, and visuals</li> <li>• Collaboration features</li> </ul>	<ul style="list-style-type: none"> <li>• Easy-to-use and beginner-friendly</li> <li>• Free version available with plenty of templates</li> <li>• Limited advanced design features</li> <li>• Some features locked behind premium version</li> </ul>
<a href="#">Visme</a>	Online tool for creating presentations, infographics, and other visual content, focused on simplicity and ease of use.	<ul style="list-style-type: none"> <li>• Presentation and infographic templates</li> <li>• Data visualisation tools (charts, graphs, maps)</li> <li>• Interactive elements for presentations</li> <li>• Collaboration and sharing options</li> </ul>	<ul style="list-style-type: none"> <li>• Intuitive interface</li> <li>• Great for creating interactive presentations</li> <li>• Limited features in the free version</li> <li>• Some templates require a premium account</li> </ul>
<a href="#">Google Data Looker Studio</a>	Free, open-source data visualisation software that helps create customisable dashboards and reports.	<ul style="list-style-type: none"> <li>• Drag-and-drop report builder</li> <li>• Integrates with Google products (Sheets, Analytics, etc.)</li> <li>• Real-time data updates and collaboration</li> <li>• Customisable charts and graphs</li> </ul>	<ul style="list-style-type: none"> <li>• Free to use</li> <li>• Seamless integration with Google products</li> <li>• Limited customisation options compared to premium tools</li> <li>• Can be slow with large datasets</li> </ul>
<a href="#">Datawrapper</a>	Web-based tool for creating interactive charts, maps, and tables for data visualisation.	<ul style="list-style-type: none"> <li>• Easy chart creation with templates</li> <li>• Interactive maps and visualisations</li> <li>• Embedding options for websites</li> </ul>	<ul style="list-style-type: none"> <li>• User-friendly for quick visualisations</li> <li>• Free version with basic features</li> <li>• Limited customisation for charts</li> <li>• Advanced features require a paid plan</li> </ul>
<a href="#">Information is Beautiful</a>	Platform for creating infographics and visualising data in creative and compelling ways.	<ul style="list-style-type: none"> <li>• Pre-designed infographics and templates</li> <li>• Data visualisation tools</li> <li>• Interactive charts and graphs</li> <li>• Emphasis on aesthetic design</li> </ul>	<ul style="list-style-type: none"> <li>• High-quality visualisations</li> <li>• Great for storytelling with data</li> <li>• Limited customisation options</li> <li>• Some features require a paid subscription</li> </ul>

# EXTRA IKI SMALL GRANTS TIPS

## RESEARCH

### CAPACITY ANALYSIS

Before downloading anything, identify the needs of your organisation.

Once identified, look for a suitable software that corresponds best to your needs. Also, think long-term! You might be able to use that software again in another project.



## USE AI

### NEW POSSIBILITIES

Artificial Intelligence is a very useful resource to gather and analyse data, or simply to ask questions.

AI may pose a threat to your data protection. Consult with your organisation before giving out sensible data. You can always modify the data, so it doesn't include names or other sensible information.



## INTEGRATE

### USE SOFTWARE FAMILIES

Google and Microsoft have a wide variety of software. Using the same software will help integrate the data.

Check software compatibility with your own programs before buying.



## LESS IS BETTER

### DATA IS ABOUT EXPLAINING

Just because you download a lot of software doesn't mean your data will be more comprehensible.

Make short, concise and visual graphs. Ask us if you have any questions!



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