
Plan Overview

A Data Management Plan created using DMPonline

Title: Reducing postharvest losses of tomatoes among smallholder horticultural farmers in Zimbabwe

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Reducing postharvest losses of tomatoes among smallholder horticultural farmers in Zimbabwe

Data Collection

What data will you collect or create?

- Farm-level production & harvest data (kg harvested, kg sold, kg lost)
- Postharvest loss measurements (weight, % loss by cause, shelf-life days)
- Market price/time-series (local markets)
- Intervention trial results (treatment/control yields, loss rates)
- Weather summaries (temperature, relative humidity — sourced from nearest station)
- Training attendance and pre/post knowledge test scores

How will the data be collected or created?

- Use standardized survey instruments (paper or tablet). If using tablets, use KoboToolbox or ODK forms (export to CSV).
- All surveys must use unique participant IDs (see naming below).
- For weight/time measures, record units, measurement device, calibration notes.
- Photos/videos must be named using file naming convention and linked to dataset by ID.
- Transcribe FGDs and KIs verbatim; tag speaker IDs (anonymized).
- Maintain a daily field log (who collected, date, location, issues).
- Version control: store analysis scripts and code in a versioned folder and use Git for major analyses if possible.

Documentation and Metadata

What documentation and metadata will accompany the data?

- Title
- Creator(s) (name, affiliation, contact email)
- Date of collection (YYYY-MM-DD)
- Geographic coverage (district, GPS bounding box)
- Data type (survey, photo, transcript, etc.)
- Methodology summary
- File format
- Variable descriptions (data dictionary)
- License & access conditions

- Project DOI or repository reference (once deposited)
- Ethics statement / consent status

Ethics and Legal Compliance

How will you manage any ethical issues?

- Obtain written informed consent from all participants; include permission for photos and data sharing or request anonymization if they object.
- Where personal data are collected (names, phone numbers, GPS coordinates tied to individuals), anonymize before wider sharing: remove direct identifiers, replace with pseudonyms/IDs, and aggregate spatial data to village/ward if needed.
- Follow relevant Zimbabwean laws and institutional ethics approvals (document reference numbers).
- Restricted data (personal identifiers, sensitive interview parts) will be stored in an access-controlled folder; access granted only to named team members after justification.

How will you manage copyright and Intellectual Property Rights (IPR) issues?

Licensing the Outputs

Acknowledge and Respect Third-Party Content

Storage and Backup

How will the data be stored and backed up during the research?

- **Primary working storage:** use cloud (Google Drive, Dropbox, OneDrive) with appropriate access controls.
- **Daily backups:** automatic sync to a second location (cloud or external drive).
- **Weekly backups:** full dataset snapshot copied to offsite storage (external encrypted drive stored offsite).
- **Backup policy:** keep last 12 weekly versions + monthly snapshots for long-term retention.
- **Encryption:** laptops and external drives must be encrypted (e.g., BitLocker, FileVault). Sensitive files (consent forms, personal IDs) stored encrypted and access-controlled.
- **Access control:** role-based folders (Enumerators, Analysts, PI). Use strong passwords and 2FA for cloud accounts.

How will you manage access and security?

- data encryption and secure storage
- Enumerators: upload data but cannot download full datasets.
- Field Supervisors: view data for their sites only.
- Data Manager: full access for cleaning and archiving.
- PI: oversight access.
- External users: must request permission in writing and sign a **Data Use Agreement (DUA)**

Selection and Preservation

Which data are of long-term value and should be retained, shared, and/or preserved?

Cleaned, Anonymized Quantitative Datasets

Metadata and Documentation

Analysis Scripts and Code

What is the long-term preservation plan for the dataset?

- Cleaned, fully anonymized quantitative datasets (CSV or open formats)
- Anonymized qualitative transcripts (FGDs, key informant interviews)
- Derived datasets used for analysis (aggregated tables, coded themes)
- Metadata (Dublin Core + project-specific)
- Data dictionary/codebook
- Description of variables and units
- Survey tools, interview guides, sampling protocols
- Data cleaning logs and workflow diagrams

Data Sharing

How will you share the data?

data will be freely accessible to anyone

Are any restrictions on data sharing required?

None

Responsibilities and Resources

Who will be responsible for data management?

Midzi Ndlovu

What resources will you require to deliver your plan?

Funding