

**DEVELOPMENT  
ASSISTANCE DATABASE  
FOR SOMALILAND  
(DAD - Somaliland)**

**PROJECTS APPLICATION  
TOT TRAINING MANUALS**

12 AUG 2013

## TABLE OF CONTENTS

<b>1. INTRODUCTION .....</b>	<b>2</b>
<b>2. TRAINING MANUAL.....</b>	<b>3</b>
2.1 DATA ENTRY – LESSON 1 – BASIC INFORMATION .....	4
2.2 DATA ENTRY – LESSON 2 – DONOR FINANCIALS .....	9
2.3 DATA ENTRY – LESSON 3 – IMPLEMENTER FINANCIALS .....	13
2.4 DATA ENTRY – LESSON 4 – RESULTS AND PROGRESS .....	17
2.5 DATA ENTRY – LESSON 5 – DATA ADMINISTRATION .....	20
2.6 DATA ENTRY – LESSON 6 – ATTACHMENTS .....	22
<b>3. REFERENCES .....</b>	<b>24</b>

## 1. INTRODUCTION

This document contains lessons dedicated to the training of the *Projects* data entry in the *Development Assistance Database for Somaliland (DAD Somaliland)* application.

The *Development Assistance Database for Somaliland (DAD Somaliland)* is an automated information management system which is designed to improve efficiency and coordination of donor activities in Somaliland. It is also a powerful tool for tracking and analyzing aid flows. The system serves as the main database and data collection and reporting system as it ensures effective access to development data.

The main objective of *DAD Somaliland* is to serve as a reliable and credible source of information on external aid offered to Somaliland to support the Government in effectively managing development assistance and promoting the accountable and transparent use of resources.

In the current design, *DAD Somaliland* is composed of the following applications:

- **Projects**
- **MDG Profile**

The *Projects* application in *DAD Somaliland* is designed to view project details, track aid flows to the country and present the project data in the form of different analytical reports in the *List*, *Chart*, and *Report* modules. Moreover, the *Projects* application contains a built-in online data entry subsystem, which is designed to allow entering the project related data remotely via Internet.

The *Projects* application consists of the following sections:

- **Basic Information** section provides basic information on the project. This includes the projects title and a brief description of its objectives; project budget information; dates when the project activities are supposed to start and end according to the project agreement documents; project status in terms of its implementation; and, project nature. Additionally, information about the geographic distribution of the project as well as on organisations involved in the project implementation and contacts per each organisation is provided.
- **Donor Financials** section is used to provide information about the contracts that will be signed within the project framework. Also, information about the commitments and disbursements made by the Funding Agency to Implementer should be recorded here.
- **Implementer Financials** section is used to break down the project budget according to the budget items (e.g. actual transfers, investments to NDP, etc.) throughout the project implementation years. Also, all expenditures made should be recorded in this section.
- **Results and Progress** section is used to provide information about the goals and objectives that the project pursues as well as the outputs and indicators that will be used to measure the progress towards the goals set. Also, information on the project beneficiaries, implementation status, etc. can be provided in this section.

- **Data Administration** section provides information on the quality of the project data. Also, this section is used to select the sectors of economy that the project supports as well as enter the comments made by the government on the ways of improving the data quality.
- **Attachments** section is used to attach additional documents (e.g. project documents, monitoring reports, etc.) relevant to the project and needed for future reference.
- **Project History** section displays statistical data on access to the given project.

To navigate from one section to another, you can use the tabs at the top of the page or **Next / Previous** buttons in the bottom.

*DAD Somaliland* provides a web-based user interface and requires a web browser pre-installed.

To ensure more flexibility and a more user-friendly environment, *DAD Somaliland* has been implemented as a bi-lingual system allowing the users to view the data presented in the system in two languages: English and Somali.

## 2. TRAINING MANUAL

The Training Manual will provide you with a possibility of performing certain actions within the online *Data Entry* module of the *Projects* application and understanding the overall functionality of the *DAD Somaliland* application.

The following lessons are offered in this document:

- [DATA ENTRY – LESSON 1 – BASIC INFORMATION](#)
- [DATA ENTRY – LESSON 2 – DONOR FINANCIALS](#)
- [DATA ENTRY – LESSON 3 – IMPLEMENTER FINANCIALS](#)
- [DATA ENTRY – LESSON 4 – RESULTS AND PROGRESS](#)
- [DATA ENTRY – LESSON 5 – DATA ADMINISTRATION](#)
- [DATA ENTRY – LESSON 6 – ATTACHMENTS](#)

## 2.1 DATA ENTRY – LESSON 1 – BASIC INFORMATION

### Introduction

The *Basic Information* section is intended for providing general information about the project. This includes the project title, a brief description of its overviews, project start and end dates, estimate project budget, etc. This lesson will guide you through the steps on how to provide the information requested.


### Accessing the Basic Information Section

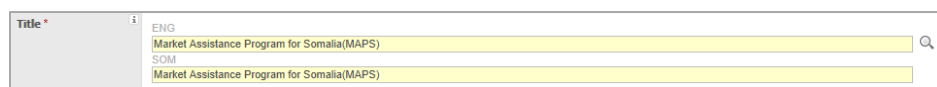
To access the *Basic Information* section, you should click the **Basic Information** tab found at the top of the screen.

### Data Entry Guidelines

Provide information requested in the *Basic Information* section by following the instructions given. Fields marked with an asterisk are mandatory to be filled. After filling in the information in this section, it is recommended to save it before navigating to the next section.

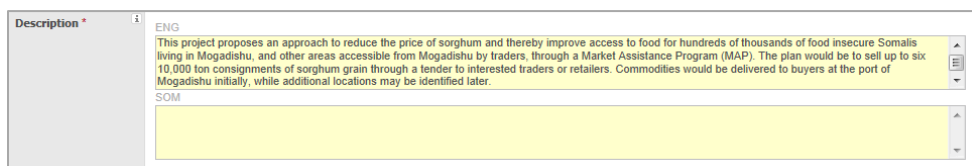
### Title

Step	Action
1	Indicate the official <b>Title</b> for the project in the English and Somali languages. Or,
2	Search for similar projects by clicking the  button.



### Description

Step	Action
1	Enter a brief <b>Description</b> of the project by providing a statement of its specific objectives, the needs to be addressed, etc.



### Project Budget

Step	Action
1	Click the <b>Add/Edit Project Budget</b> button.
2	Select the <b>Currency</b> to enter the project budget amount in.
3	Indicate the total <b>Project Budget</b> .
4	Click the <b>OK</b> button to save the information input.

Project Budget \* 9,169,382 USD

Basic Information > Add/Edit Project Budget \* - Required fields

Currency \* USD (US Dollar)

Project Budget \* 9,169,382

**Dates**

Step	Action
1	Specify the date when the project activities are supposed to start in the <b>Start Date</b> field.
2	Specify the date when the project activities are supposed to end in the <b>End Date</b> field. The project <b>Duration</b> will automatically be calculated.
3	Indicate the project <b>Duration</b> . The dates in the <b>Start Date</b> and <b>End Date</b> fields will automatically be calculated with the current date marked as the start for the project schedule.

Dates \* Start Date End Date Duration

07/10/2011 dd/mm/yyyy 06/04/2013 dd/mm/yyyy 17 Months 30 Days

23/07/2013 dd/mm/yyyy

July 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Today is Tue, 23 Jul 2013

**Project Status**

Step	Action
1	Select one of the following as the <b>Project Status</b> : <i>Approved</i> or <i>Planned</i> .

Project Status \* Planned

Project Nature \* Development

**Project Nature**

Step	Action
1	Select one of the following as the <b>Project Nature</b> :

*Development, Humanitarian (cash), or Humanitarian (In kind).*

**Geographic Distribution**

Step	Action
1	Click the <b>Add Geographic Distribution</b> button.
2	Select a <b>Region</b> and <b>District</b> from the respective drop-down lists.
3	Define the project allocation percentage to be spent in a definite region. You may choose either to evenly distribute funds across all project locations or enter approximate project funds distribution.
4	Click the <b>✓ (OK)</b> button to confirm the information input.

Region	District	%
<input checked="" type="checkbox"/> Awdal	Borama	35.00
<input checked="" type="checkbox"/> Somaliland Wide		60.00
<input checked="" type="checkbox"/> All Somalia	--Select One--	5
Out of Somaliland		0.00
Unallocated		5.00

**NDP Alignment**

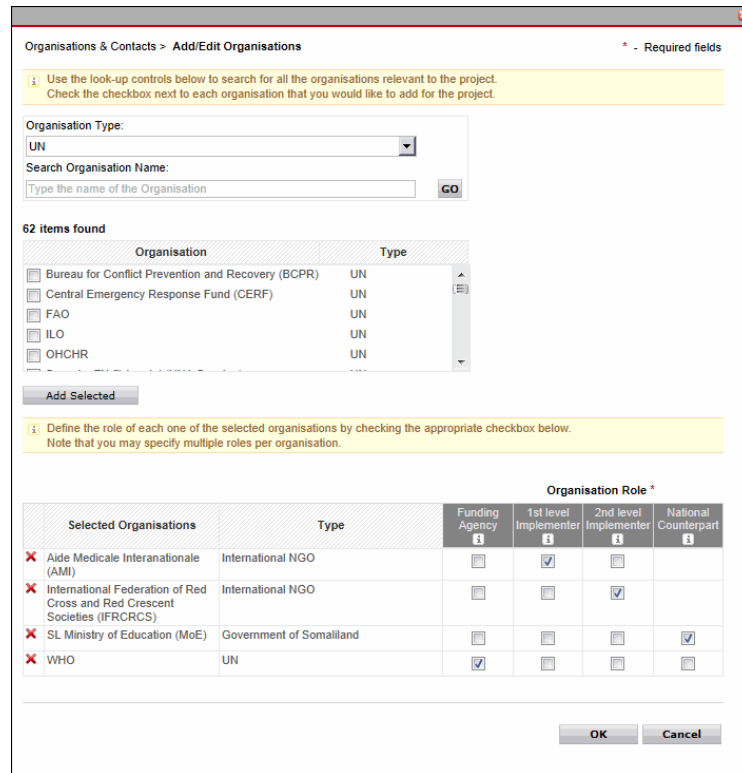
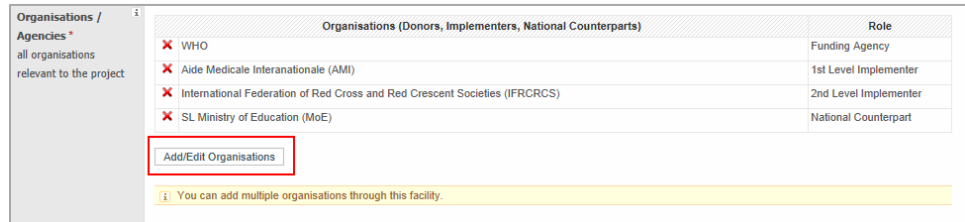
Step	Action
1	Click the <b>Add NDP Alignment</b> button.
2	Select an <b>NDP Pillar</b> and <b>NDP Sector</b> from the respective drop-down lists.
3	Define the project allocation percentage to be spent on a definite pillar. You may choose either to evenly distribute funds across all pillars or enter approximate project funds distribution.
4	Click the <b>✓ (OK)</b> button to confirm the information input.

NDP Pillar	NDP Sector	%
<input checked="" type="checkbox"/> Social	Primary and secondary education	75.00
<input checked="" type="checkbox"/> Social	Health	10.00
<input checked="" type="checkbox"/> Infrastructure	Information	10.00
Unallocated		5.00

**Organisations/ Agencies**

Step	Action
1	Click the <b>Add/Edit Organisations</b> button.
2	Select the <b>Organisation Type</b> from the drop-down list.
3	Locate the appropriate organisation in the list. Or,
4	Search for a relevant organisation by entering the keyword in the search box and clicking the <b>Go</b> button.

- 5 Select the organisation for the project by ticking the checkbox to the left of its name and clicking the **Add Selected** button.
- 6 Indicate the **Organisation Role** in the project implementation by selecting on of the following: *Funding Agency*, *1<sup>st</sup> or 2<sup>nd</sup> level Implementer* or *National Counterpart*.
- 7 Click the **OK** button.

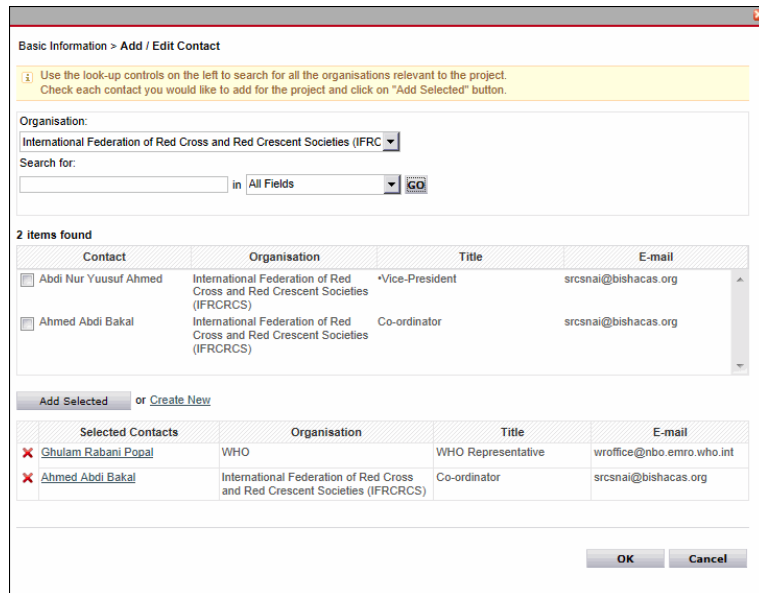


**Project Contacts**

- | Step | Action  |
|------|---|
| 1    | Click the <b>Add/Edit Contacts</b> button.  |
| 2    | Select the <b>Organisation</b> to add a contact for from the drop-down list.  |
| 3    | Locate the appropriate contact in the list. Or,   |
| 4    | Search for a relevant contact by entering the keyword in the search box and clicking the <b>Go</b> button.                          |
| 5    | Select the contact for the project by ticking the checkbox to the left of its name and clicking the <b>Add Selected</b> button. Or, |



- 6 Creating a new contact by clicking the **Create New** link and providing the information requested.
- 7 Click the **OK** button.



## 2.2 DATA ENTRY – LESSON 2 – DONOR FINANCIALS

<b>Introduction</b>	The <i>Donor Financials</i> section is intended for providing information about the contracts signed within the project framework. Also, information about the commitments and disbursements made by the Funding Agency to Implementer should be recorded here. This lesson will guide you through the steps on how to provide the information requested.																		
<b>Accessing the Basic Information Section</b>	To access the <i>Donor Financials</i> section, you should click the <b>Donor Financials</b> tab found at the top of the screen.																		
<b>Data Entry Guidelines</b>	Provide information requested in the <i>Donor Financials</i> section by following the instructions given. Fields marked with an asterisk are mandatory to be filled. After filling in the information in this section, it is recommended to save it before navigating to the next section.																		
<b>Special Instructions</b>	<p>All amounts in the <i>Donor Financials</i> section can be viewed either in SOS (Somali Shilling), USD (US Dollar) or Original Currency. To switch between these options, select the appropriate value from the <b>All amounts are displayed in:</b> drop-down list at the top of the screen.</p> <p>For all total amount fields in this section, you may see the amount converted to SOS or USD by hovering the mouse cursor on the corresponding amount. If SOS amount is displayed, the tooltip will show the USD equivalent; and vice versa, if USD amount is displayed, the tooltip will show the SOS equivalent. If the amount is displayed in the Original Currency, the tooltip will show the SOS and USD equivalents simultaneously.</p>																		
<b>Contract Reference #</b>	<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Click the <b>Add Contract</b> button.</td> </tr> <tr> <td>2</td> <td>Enter the <b>Contract Reference #</b> in the respective field.</td> </tr> <tr> <td>3</td> <td>Specify when the contract is supposed to end.</td> </tr> <tr> <td>4</td> <td>Specify the <b>Currency</b> the contract amount is expressed in.</td> </tr> <tr> <td>5</td> <td>Enter the <b>Contract Amount</b> in the currency selected.</td> </tr> <tr> <td>6</td> <td>Enter the <b>Contingency Reserve</b> amount.</td> </tr> <tr> <td>7</td> <td>Specify the <b>Indirect Costs</b> associated with the contract.</td> </tr> <tr> <td>8</td> <td>Click the <b>OK</b> button to save the information input.</td> </tr> </tbody> </table>	Step	Action	1	Click the <b>Add Contract</b> button.	2	Enter the <b>Contract Reference #</b> in the respective field.	3	Specify when the contract is supposed to end.	4	Specify the <b>Currency</b> the contract amount is expressed in.	5	Enter the <b>Contract Amount</b> in the currency selected.	6	Enter the <b>Contingency Reserve</b> amount.	7	Specify the <b>Indirect Costs</b> associated with the contract.	8	Click the <b>OK</b> button to save the information input.
Step	Action																		
1	Click the <b>Add Contract</b> button.																		
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5	Enter the <b>Contract Amount</b> in the currency selected.																		
6	Enter the <b>Contingency Reserve</b> amount.																		
7	Specify the <b>Indirect Costs</b> associated with the contract.																		
8	Click the <b>OK</b> button to save the information input.																		

Contacts	Organisation	Title	E-mail
<input checked="" type="checkbox"/> Ahmed Abdi Bakal	International Federation of Red Cross and Red Crescent Societies (IFRCRCS)	Co-ordinator	srcsnai@bishacas.org
<input checked="" type="checkbox"/> Ghulam Rabani Popal	WHO	WHO Representative	wroffice@nbo.emro.who.int

Donor Financials > Add/Edit Contract \* - Required fields

Contract Reference # \* 012547

End Date \* 11/09/2014

Currency Rate \* USD (US Dollar)

Contract Amount \* 2,547,800

Contingency Reserve 0

Indirect Costs 0

**Commitments and Disbursements**

Step	Action
1	Click the <b>Add</b> button.
2	Select the <b>Commitment</b> option by activating the respective radio button.
3	Select the <b>1<sup>st</sup> Level Implementer</b> to which the commitment is made from the drop-down list.
4	Select the <b>Contract Reference #</b> associated with the commitment from the drop-down list.
5	Specify the <b>Source</b> of funds for the commitment by selecting the appropriate instance from the drop-down list.
6	Indicate the <b>Date of Commitment</b> , i.e. the date when the commitment is made.
7	Select the <b>Currency</b> that the commitment amount is expressed in.
8	Enter the <b>Committed Amount</b> in the currency selected.
9	Specify the commitment <b>Funding Type</b> by selecting one of the following: <i>Loan</i> or <i>Grant</i> .
10	Click the <b>OK</b> button to save the information input.

Donor	Contract reference #	Date	Commitment	Disbursement	Balance
<input checked="" type="checkbox"/> WHO			375,890 EUR	128,560 EUR	247,330 EUR
TO: Aide Medicale Interationale (AMI)					
<input checked="" type="checkbox"/> Grant	WHO E-12	30-Jul-2013	375,890 EUR		375,890 EUR
<input checked="" type="checkbox"/> Grant		08-Aug-2013		128,560 EUR	247,330 EUR

Donor Financials > Add/Edit Commitments and Disbursements for WHO \* - Required fields

Commitment / Disbursement \*  Commitment  Disbursement

1st level Implementer \* The list below depends on the Implementers selected in 'Organisations & Contacts' tab.  
Aide Medicale Interanationale (AMI)

Contract Reference # \* WHO E-12

Source \* Development Budget

Date of Commitment \* 30/07/2013 dd/mm/yyyy

Currency \* EUR (Euro) 0.6839 EUR = 1 USD

Committed Amount \* 375,890

Funding Type \* Grant

Add Another Contribution OK Cancel

11	Click the <b>Add</b> button.
12	Select the <b>Disbursement</b> option by activating the respective radio button.
13	Select the combination of the <b>1<sup>st</sup> Level Implementer   Source   Funding Type   Contract Reference #</b> that links the disbursement to a valid (recorded) commitment.
14	Indicate the <b>Date of Disbursement</b> , i.e. the date when the disbursement is made.
15	Select the <b>Currency</b> that the disbursement amount is expressed in.
16	Enter the <b>Disbursed Amount</b> in the currency selected.
17	Click the <b>OK</b> button to save the information input.

Donor Financials > Add/Edit Commitments and Disbursements for WHO \* - Required fields

**Commitment / Disbursement \***  Commitment (i)  
 Disbursement (i)

**1st level Implementer \*** (i)  
Aide Medicale Interanationale (AMI) | Development Budget | Grant | WHO E-12 (v)

**Date of Disbursement \*** (i)  
08/08/2013 (c) dd/mm/yyyy

**Currency \*** (i)  
EUR (Euro) (v) 0.6839 EUR = 1 USD

**Disbursement Amount \*** (i)  
128,560

Add Another Contribution

## 2.3 DATA ENTRY – LESSON 3 – IMPLEMENTER FINANCIALS

### Introduction

The *Implementer Financials* section is used to break down the project budget according to the budget items (e.g. actual transfers, investments to NDP, etc.) throughout the project implementation years. Also, all expenditures made should be recorded in this section. This lesson will guide you through the steps on how to provide the information requested.

### Accessing the Basic Information Section

To access the *Implementer Financials* section, you should click the **Implementer Financials** tab found at the top of the screen.

### Data Entry Guidelines

Provide information requested in the *Implementer Financials* section by following the instructions given. Fields marked with an asterisk are mandatory to be filled. After filling in the information in this section, it is recommended to save it before navigating to the next section.

### Special Instructions

All amounts in the *Expenditure* field of the *Implementer Financials* section can be viewed either in SOS (Somali Shilling), USD (US Dollar) or Original Currency. To switch between these options, select the appropriate value from the **All amounts are displayed in:** drop-down list at the top of the screen.

For all total amount fields in this section, you may see the amount converted to SOS or USD by hovering the mouse cursor on the corresponding amount. If SOS amount is displayed, the tooltip will show the USD equivalent; and vice versa, if USD amount is displayed, the tooltip will show the SOS equivalent. If the amount is displayed in the Original Currency, the tooltip will show the SOS and USD equivalents simultaneously.

### Disaggregated Budget

Step	Action
1	<p>Break down the project budget according to the budget items (e.g. actual transfers, investments to NDP, etc.) across the years of the project duration in the <b>Disaggregated Budget</b> field.</p> <p><b>Note:</b> The total of the <b>Gross budget</b> amounts for all years of the project duration may not exceed the <b>Project Budget</b> amount indicated in the <i>Basic Information</i> section.</p>

Disaggregated Budget		Total Budget is 73,549,800 USD			
		2013	2014	2015	2016
International donor allocation:					
Gross budget*		5,487,077,890.0			
Contribution to Operational cost		756,000,3,256.9			
Capital Budget (Construction, infrastructure)		125,000			
Excluding operational overhead of Organization:					
Net budget					
Actual transfers		11,256			
Investments to NDP			1,250.0		

### Expenditures

Step	Action
1	Click the <b>Add Expenditure</b> button.
2	Select the combination of the <b>Funding Agency   1<sup>st</sup> Level Implementer   Contract Reference #</b> that will link the expenditure to a valid (recorded) commitment in the <b>Donor</b> field.
3	Specify the <b>Type of Expenditure</b> by selecting the applicable expenditure <b>Category</b> and <b>Sub Category</b> .
4	Indicate the <b>Date</b> when the expenditure is made.
5	Select the <b>Currency</b> that the expenditure amount is expressed in.
6	Specify the <b>Units, Number of Units</b> and <b>Unit Rate</b> of the expenditure. The <b>Total</b> amount will automatically be calculated in the currency indicated. <b>Note:</b> In case a <i>Sub Category</i> has not been selected for the expenditure type, the <i>Units, Number of Units</i> and <i>Unit Rate</i> fields will appear in the read-only mode. Therefore, the <b>Total</b> amount will be entered manually.
7	Indicate the <b>2<sup>nd</sup> Level Implementer</b> to which the expenditure is made.
8	Specify the <b>National Counterpart</b> to which the expenditure is made.
9	Indicate the <b>Beneficiary Geographic Area</b> for the expenditure by selecting the appropriate instance from the drop-down list.
10	Click the <b>OK</b> button to save the information input.

1st level Implementer	2nd level Implementer	Type	Date	Disbursement	Expenditure	Balance
United States of America				4,500 USD	2,564,100 USD	-2,559,600 USD
<input checked="" type="checkbox"/> United States of America   United States of America	To	2.Travel   2.1.International travel (per flight)	08-Aug-2012		2,564,100 USD	
<input type="button" value="Add Expenditure"/>						

Implementer Financials > Add/Edit Expenditures to Aide Medicale Interanationale (AMI) \* - Required fields

**Donor \*** WHO | Aide Medicale Interanationale (AMI) | WHO E-12

**Type of Expenditure \***

Category	Sub Category
1.Human Resources	1.1.Salaries, local staff T

**Date \*** 07/08/2013 dd/mm/yyyy

**Currency \*** EUR (Euro)

**Amount \***

Units	Number of Units	Unit Rate	Total
Per month			5,780,000

**2nd level Implementer** International Federation of Red Cross and Red Crescent Societies (IFRCRCS)

**National Counterpart** SL Ministry of Education (MoE)

**Beneficiary Geographic Area** Somaliland Wide

i This Expenditure will be distributed among NDP pillars/sectors and OECD sectors/sub-sectors as specified in respective sections of Basic Information and Performance Management Tabs.

**Add Another Expenditure** OK Cancel

**Assets Transferred by the Project**

Step	Action
1	Click the <b>Add Asset Transferred by the Project</b> button.
2	Select the <b>Asset Type</b> (e.g. infrastructure, hardware, buildings, etc.) that best describes the asset transferred by the project.
3	Indicate the organisation that will benefit from the asset transfer by clicking the <b>Select Beneficiary</b> button and selecting the beneficiary from the respective drop-down list.
4	Select the <b>Region</b> where the asset is used from the drop-down list.
5	Enter the <b>Number</b> of assets to be transferred by the project.
6	Select the <b>Currency</b> that the asset amount is expressed in.
7	Enter the asset <b>Amount</b> in the currency indicated.
8	Specify the absolute <b>Progress</b> of the asset in percentage.
9	Click the <b>OK</b> button to save the information input.

Type of Asset	Value	Progress	Number	Recipient	Region
✘ Infrastructure	7,589,000 EUR	41	17	SL Ministry of Education (MoE)	Somaliland Wide

**Add Asset Transferred by the Project**



Implementer Financials > Add/Edit Assets Transferred by the Project \* - Required fields

Asset Type *	<input type="text" value="Infrastructure"/>
Beneficiary	SL Ministry of Education (MoE) <input type="button" value="Select Beneficiary"/> <input type="button" value="Remove Beneficiary"/>
Region *	<input type="text" value="Somaliland Wide"/>
Number	<input type="text" value="17"/>
Currency *	<input type="text" value="EUR (Euro)"/> <input type="text" value="0.6839"/> EUR = 1 USD
Asset Amount *	<input type="text" value="7,589,000"/>
Progress (Percentage)	<input type="text" value="41"/>

## 2.4 DATA ENTRY – LESSON 4 – RESULTS AND PROGRESS

### Introduction

The *Results and Progress* section is used to provide information about the goals and objectives that the project pursues as well as the outputs and indicators that will be used to measure the progress towards the goals set. Also, information on the project beneficiaries, implementation status, etc. can be provided in this section.

### Accessing the Basic Information Section

To access the *Results and Progress* section, you should click the **Results and Progress** tab found at the top of the screen.

### Data Entry Guidelines

Provide information requested in the *Results and Progress* section by following the instructions given. Fields marked with an asterisk are mandatory to be filled. After filling in the information in this section, it is recommended to save it before navigating to the next section.

### Goals/Objectives

Step	Action
1	Click the <b>Add Objective</b> button.
2	Enter the goal or <b>Objective</b> description in the English and Somali languages.
3	Click <input checked="" type="checkbox"/> <b>(OK)</b> button to confirm the information input.

### Beneficiaries

Step	Action
1	Click the <b>Add Beneficiary</b> button.
2	Select a <b>Type of Beneficiary</b> from the respective drop-down list.
3	Indicate the <b>Number of Beneficiaries</b> for each selected type defining the <b>Target</b> value to be achieved upon the end of the project and the <b>Actual</b> achievements as of the current date.
4	Click <input checked="" type="checkbox"/> <b>(OK)</b> button to confirm the information input.

Type of Beneficiary	Number of Beneficiaries	
	Target	Actual
<input checked="" type="checkbox"/> Children	1,760	980
<input checked="" type="checkbox"/> Women / Mothers	3,700	2,500
<input checked="" type="checkbox"/> Youth		

Add Beneficiary

### Project Outputs and Indicators

Step	Action
1	Provide a description for the <b>Output</b> in the English and Somali languages.
2	Click the <b>Add</b> button.
3	Select the <b>Key Performance Indicator</b> that will be used to measure the progress made by the project.
4	Define what unit of measurement (e.g. km, kg, etc.) will be applied to the output.
5	Enter the <b>Aggregated Baseline, Target</b> and <b>Achieved</b> values in the respective fields.
6	Break down the numbers provided in the <i>Baseline, Target</i> and <i>Achieved</i> fields according to the regions in Somaliland.

Output	Key performance indicator	Measure	Region	Baseline	Target	Achieved
<input checked="" type="checkbox"/> Equal access to education for both sexes	Advocacy and Community	number	Aggregate	15	54	30
			Awdal	2	12	3
			Maroodi-jeeh1	3	7	5
			Maroodi-jeeh2	5	5	3
			Sahil	1	8	2
			Sanaag	1	12	6
			Sool	2	10	7
			Togdeer	1	10	4

ENG  
SOM

Add

### Implementation Status

Step	Action
1	Indicate the current state of project in terms of implementation by selecting one of the following: <i>Planned, Ongoing, Extended, Completed, or Cancelled</i> . <b>Note:</b> If <i>Extended</i> is selected, it will be necessary to indicate whether it is a cost extension or not by (un-)ticking the <b>No Cost Extension</b> checkbox. Also, the <b>Actual End Date</b> for the project should be provided.

Implementation Status: Ongoing

### Types of Project

Step	Action
1	Click the <b>Add Project Type</b> button.
2	Select a <b>Project Type</b> from the drop-down list.
3	Indicate the <b>Approximate share of components (%)</b> for the selected type. You may choose either to evenly distribute funds across all project types or enter approximate project funds distribution.
4	Click <input checked="" type="checkbox"/> (OK) button to confirm the information input.

The screenshot shows the 'Types of Project' form. At the top, there is a yellow information box with the text: 'You may enter the approximate distribution of funds across the project types OR click here to evenly distribute across all types'. Below this is a table with two columns: 'Project Type' and 'Approximate share of components (%)'. The table contains three rows: 'Other' with a value of 90.00, 'Capacity Building' with a value of 10.00, and 'Unallocated' with a value of 0.00. A red circle highlights the 'click here' link in the information box. At the bottom of the form, there is an 'Add Project Type' button.

### Gender Marker

Step	Action
1	Indicate the project's allocation to gender issues by activating the respective radio button

The screenshot shows the 'Gender Marker' form. It features a yellow information box with the text: 'Select the button to push to indicate project's allocation to gender issues'. Below the box, there are four radio buttons labeled 0, 1, 2, and 3.

## 2.5 DATA ENTRY – LESSON 5 – DATA ADMINISTRATION

### Introduction

The *Data Administration* section is used to provide information on the quality of the project data. Also, this section is used to select the sectors of economy that the project supports as well as enter the comments made by the government on the ways of improving the data quality.

### Accessing the Basic Information Section

To access the *Data Administration* section, you should click the **Data Administration** tab found at the top of the screen.

### Data Entry Guidelines

Provide information requested in the *Data Administration* section by following the instructions given. Fields marked with an asterisk are mandatory to be filled. After filling in the information in this section, it is recommended to save it before navigating to the next section.

### Project Data Quality

Step	Action
1	Assign a <b>Grade</b> to the data by selecting one of the following from the drop-down list: <i>Excellent, Fair, Good, or Poor</i> .
2	Specify the rationale behind the grading by selecting it from the <b>Reason</b> drop-down list.
3	Enter a <b>Solution</b> for improving the data quality in the English and Somali languages.

The screenshot shows a web form titled 'Project Data Quality'. It has three main sections: 'Grade', 'Reason', and 'Solution'. The 'Grade' section has a dropdown menu with 'Good' selected. The 'Reason' section has a dropdown menu with 'General information updated properly' selected. The 'Solution' section has two text input areas, one for 'ENG' and one for 'SOM'. The 'ENG' area contains the text: 'The solution to this problem can be hiring a form or company that will be responsible for monitoring the data collection, update and dissemination processes.'

### OECD/DAC Sector

Step	Action
1	Click the <b>Add Sector</b> button.
2	Choose a <b>Sector</b> from the drop-down list.
3	Indicate a <b>Sub Sector</b> for the selected sector.
4	Define the project allocation percentage in a definite sector. You may choose either to evenly distribute funds across all project sectors or enter approximate project funds distribution.
5	Click <b>(OK)</b> button to confirm the information input.

OECD / DAC Sector ⓘ

ⓘ You may enter the approximate distribution of funds across the project sectors  
OR  
click [here](#) to evenly distribute across all sectors

Sector	Sub Sector	%
✗ EDUCATION	Education facilities and training	35.00
✗ EDUCATION	Education policy and administrative management	50.00
✓ ⓘ EDUCATION	Basic life skills for youth and adults	
<b>Unallocated</b>		<b>15.00</b>

Add Sector

**Government Comments**

Step	Action
1	Click the <b>Add Comment</b> button.
2	Enter the <b>Comment</b> text in the English and Somali languages.
3	Indicate the <b>Date</b> when the comment is provided.
4	Click <b>✓ (OK)</b> button to confirm the information input.

Government Comments ⓘ

Comment	Date
✓ ⓘ ENG To formulate the education policies, it is advised that the respective authority conducted a research on the K-12 education in practice in other countries and prepared a list of recommendations on how this can be ... SOM To formulate the education policies, it is advised that the respective authority conducted a research on the K-12 education in practice in other countries and prepared a list of recommendations on how this can be ...	22/07/2013 ⓘ

Add Comment

## 2.6 DATA ENTRY – LESSON 6 – ATTACHMENTS

### Introduction

The *Attachments* section is intended for uploading project related documentation, such as letter of agreement with the Government, monitoring reports, etc. This lesson will guide you through the steps on how to provide the information requested.

### Accessing the Basic Information Section

To access the *Attachments* section, you should click the **Attachments** tab found at the top of the screen.

### Data Entry Guidelines

Provide information requested in the *Attachments* section by following the instructions given. Fields marked with an asterisk are mandatory to be filled. After filling in the information in this section, it is recommended to save it before navigating to the next section.

### Special Instructions

The size of the files that can be attached in this section is limited to five MB.

### Attachments

Step	Action
1	Click the <b>Add Attachment</b> button.
2	Click the <b>Browse</b> button to locate the file that needs to be attached.
3	Enter the document <b>Title</b> in the English and Somali languages.
4	Provide a brief <b>Description</b> for the document in the English and Somali languages.
5	Click the <b>OK</b> button to save the information input.
6	Define whether the <b>Letter of Agreements with Government</b> has been attached by selecting the respective checkbox.

**Attachments**  
(e.g. project documents, monitoring reports, and other)

You may attach documents such as the project proposal and reports, photos, and other files relevant to this project.

Title	Description	Added On	Added By
✘ Somaliland Report	This report presents the findings of the Somaliland case study of the Berghof project on legitimacy issues in fragile post-conflict situations.	22-Jul-2013, 15:24	Synergy Admin

Letter of Agreements with Government attached

Attachment > Add Attachment \* - Required fields

**Attachment \*** ⓘ ⚠ The size of the attachment should not exceed 5MB

C:\grantee\_09010\_Somaliland\_report.pdf **Browse** **Reset**

---

**Title \*** ⓘ

ENG  
Somaliland Report  
SOM  
Somaliland Report

---

**Description** ⓘ

ENG  
This report presents the findings of the Somaliland case study of the Berghof project on legitimacy issues in fragile post-conflict situations. ⌵  
SOM  
⌵

**Add Another Attachment** **OK** **Cancel**



### 3. REFERENCES

The following DAD Somaliland document may provide you with more details on the content and functionality of the sections described in the training lessons:

- DAD Somaliland Projects Application User Manual
- DAD Somaliland MDG Profile Application User Manual
- DAD Somaliland Analytics User Manual
- DAD Somaliland Administration Center User Manual