

DEVELOPMENT ASSISTANCE DATABASE FOR SOMALILAND (DAD - Somaliland)

**MDG PROFILE APPLICATION
TOT TRAINING MANUAL**

12 AUG 2013

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1. INTRODUCTION

This document contains lessons dedicated to the training of the *MDG Profile* 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 Millennium Development Goals (MDGs) are eight international development goals that all United Nations member states and at least 23 international organisations have agreed to achieve by the year 2015. They include eradicating extreme poverty, reducing child mortality rates, fighting disease epidemics such as AIDS, and developing a global partnership for development. There are eight goals with 21 targets and a series of measurable indicators for each target. The aim of the *MDG Profile* application is to track and manage the progress of these targets and indicators.

The *MDG Profiles* application consists of two forms:

- **MDG Target Form** - this form appears when you select to edit a certain target in the *Details* section of the *MDG Profile* application.
- **MDG Indicator Form** - this form appears when you select to edit a certain indicator in the *Details* section of the *MDG Profile* application.

In the current design, each form in the *MDG Profile* application consists of the following sections:

- **Basic Information** section is used to provide general information about the MDG target / indicator.
- **Notes and Attachments** section is used to provide additional comments / notes about the target / indicator implementation. The user may also attach relevant documents, monitoring reports and other related documentation.

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 *MDG Profile* application and understanding the overall functionality of the *DAD Somaliland* application.

The following lessons are offered in this document:

- [DATA ENTRY – LESSON 1 – MDG TARGET BASIC INFORMATION](#)
- [DATA ENTRY – LESSON 2 – MDG INDICATOR BASIC INFORMATION](#)
- [DATA ENTRY – LESSON 3 – NOTES AND ATTACHMENTS](#)

2.1 DATA ENTRY – LESSON 1 – MDG TARGET BASIC INFORMATION

Introduction

The *Basic Information* section is intended for providing general information about the MDG Target. This includes the target year, location, status, challenges, possible solutions, and supportive environment. This lesson will guide you through the steps on how to provide the information requested.

Accessing the Basic Information Section

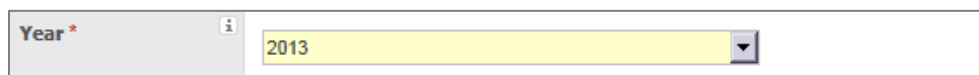
To access the *Basic Information* section, you should click the **Basic Information** tab found at the top of the screen.

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.

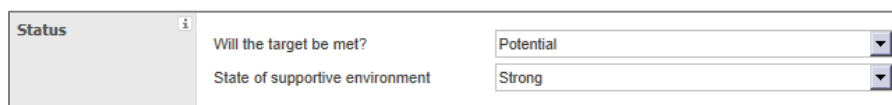
Year

Step	Action
1	Indicate the Year for which the target details are provided in this form.



Status

Step	Action
1	Indicate the target performance state by: - Selecting one of the following as the answer to the question Will the target be met?: <i>Likely, Potential or Unlikely.</i> - Selecting one of the following as the State of supportive environment: <i>Good/Fair, Strong, or Weak but Improving.</i>



Challenges

Step	Action
1	Click the Add Challenge button.
2	Indicate the Challenges that the target will address in the English and Somali languages.
3	Click the  (OK) button to confirm the information input.

Possible Solutions

Step	Action
1	Click the Add Solution button.
2	Indicate the Solution that can be offered to meet the challenges in the English and Somali languages.
3	Click the ✓ (OK) button to confirm the information input.

Supportive Environment

Step	Action
1	Click the Add Support button.
2	Indicate the Supportive Environment involved and supporting the target in the English and Somali languages.
3	Click the ✓ (OK) button to confirm the information input.

2.2 DATA ENTRY – LESSON 2 – MDG INDICATOR BASIC INFORMATION

Introduction

The *Basic Information* section is intended for providing general information about the MDG Indicator. This includes the indicator measurement, baseline and target values, year, location, current state, status, trend, and source. 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.

Measurement

Step	Action
1	Select one of the following as the indicator Measurement : <i>Number</i> or <i>Percent</i> .

Baseline and Target

Step	Action
1	Indicate the Baseline and Target values for the indicator according to the measurement type selected in the <i>Measurement</i> field.

Urban / Rural	Baseline	Baseline Year	Target	Target Year
Urban	25 %	2010	50 %	2015
Rural	10 %		40 %	
Total	35 %		90 %	

Year

Step	Action
1	Indicate the Year for which the indicator details are provided in this form.

Year *	2013
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Current State

Step	Action
1	Indicate the Current State of the indicator in terms of the progress made as of the date.

Current State		
	Urban / Rural	Actual Value
	Urban	25 %
	Rural	17 %
Total	42 %	

Status and Trend

Step	Action
1	Indicate the current Status of the indicator as well as the indicator Trend direction for each target in the English and Somali languages.

Status and Trend	ENG	The abundance of selected species is used to assess the overall health of populations and their habitats in the Sound. Measuring the value of commercial fisheries helps to evaluate the economic importance of the Sound.
	SOM	

Source

Step	Action
1	Indicate the Source of data for the indicator in the English and Somali languages.

Source	ENG	UNDP
	SOM	

2.3 DATA ENTRY – LESSON 3 – NOTES AND ATTACHMENTS

Introduction

The *Notes & Attachments* section is intended for uploading MDG target and indicator related documentation, such as 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 *Notes & Attachments* section, you should click the **Notes & Attachments** tab found at the top of the screen.

Data Entry Guidelines

Provide information requested in the *Notes & 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 another section.

Special Instructions

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

Notes

Step	Action
1	Provide any additional notes and comments that are relevant to the given target/indicator.

Attachments

Step	Action
1	Click the Add Attachment button.
2	Click the Browse button to locate the file that needs to be attached.
3	Enter the document Title in the English and Somali languages.
4	Provide a brief Description for the document in the English and Somali languages.
5	Click the OK button to save the information input.

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 case study of the Berghof project on legitimacy issues in fragile post-conflict situations.	12-Aug-2013, 14:22	Synergy Admin

Add Attachment

Notes & Attachments > Add Attachment * - Required fields

Attachment *

The size of the attachment should not exceed 5MB

C:\Users\Report.docx

Browse Reset

Title *

ENG
[Somaliland Report](#)
SOM
[Somaliland Report](#)

Description

ENG
This report presents the findings of the 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