

DEVELOPMENT ASSISTANCE DATABASE FOR SOMALILAND

(DAD - Somaliland)

**PROJECTS APPLICATION
TOT TRAINING MANUALS**

12 AUG 2013

TABLE OF CONTENTS

1. INTRODUCTION	2
2. TRAINING MANUAL.....	3
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
3. REFERENCES	24

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

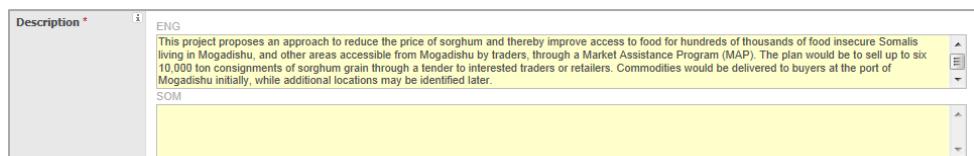
Step	Action
1	Indicate the official Title for the project in the English and Somali languages. Or,
2	Search for similar projects by clicking the  button.



A screenshot of a software interface showing a search results list for 'Title'. The list includes 'Market Assistance Program for Somalia(MAPS)' in both English ('ENG') and Somali ('SOM') under the 'Title' column. The 'SOM' row is highlighted. A magnifying glass icon is visible to the right of the search results.

Description

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



A screenshot of a software interface showing a rich text editor for the 'Description' field. The text area contains a detailed description of a project to reduce sorghum prices in Mogadishu, mentioning 10,000 ton consignments and delivery to buyers at the port of Mogadishu. The text area has scroll bars on the right.

Project Budget

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

Project Budget *	9,169,382 USD
Add/Edit Project Budget	

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

Currency *	USD (US Dollar)
Project Budget *	9,169,382

[OK](#) [Cancel](#)

Dates

Step	Action
1	Specify the date when the project activities are supposed to start in the Start Date field.
2	Specify the date when the project activities are supposed to end in the End Date field. The project Duration will automatically be calculated.
3	Indicate the project Duration . The dates in the Start Date and End Date 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

**Project Status**

Step	Action
1	Select one of the following as the Project Status : <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 Project Nature :

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

Geographic Distribution

Step	Action
1	Click the Add Geographic Distribution button.
2	Select a Region and District 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 (OK) button to confirm the information input.

Geographic Distribution *			
<small>(i) You may enter the approximate distribution of funds across the project geographic distributions OR click here to evenly distribute across all geographic distributions</small>			
Region	District	%	
Awdal	Boroma	35.00	
Somaliland Wide		60.00	
<input checked="" type="checkbox"/> All Somalia	Select One--	5	
<small>Out of Somaliland 0.00 Unallocated 5.00</small>			
<input type="button" value="Add Geographic Distribution"/>			

NDP Alignment

Step	Action
1	Click the Add NDP Alignment button.
2	Select an NDP Pillar and NDP Sector 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 (OK) button to confirm the information input.

NDP Alignment *			
<small>(i) You may enter the approximate distribution of funds across the NDP Alignments OR click here to evenly distribute across all alignments</small>			
NDP Pillar	NDP Sector	%	
Social	Primary and secondary education	75.00	
Social	Health	10.00	
<input checked="" type="checkbox"/> Infrastructure	Information	10.00	
<small>Unallocated 5.00</small>			
<input type="button" value="Add NDP Alignment"/>			

Organisations/ Agencies

Step	Action
1	Click the Add/Edit Organisations button.
2	Select the Organisation Type 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 Go 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 one of the following: <i>Funding Agency, 1st or 2nd level Implementer or National Counterpart</i> .
7	Click the OK button.

Organisations / Agencies *
all organisations relevant to the project

Organisations (Donors, Implementers, National Counterparts)			Role
<input checked="" type="checkbox"/> WHO			Funding Agency
<input checked="" type="checkbox"/> Aide Medicale Internationale (AMI)			1st Level Implementer
<input checked="" type="checkbox"/> International Federation of Red Cross and Red Crescent Societies (IFRCRCS)			2nd Level Implementer
<input checked="" type="checkbox"/> SL Ministry of Education (MoE)			National Counterpart

Add/Edit Organisations

You can add multiple organisations through this facility.

Organisations & Contacts > Add/Edit Organisations * - Required fields

Use the look-up controls below to search for all the organisations relevant to the project. Check the checkbox next to each organisation that you would like to add for the project.

Organisation Type: UN

Search Organisation Name: Type the name of the Organisation GO

62 items found

Organisation	Type
Bureau for Conflict Prevention and Recovery (BCPR)	UN
Central Emergency Response Fund (CERF)	UN
FAO	UN
ILO	UN
OHCHR	UN

Add Selected

Define the role of each one of the selected organisations by checking the appropriate checkbox below. Note that you may specify multiple roles per organisation.

Organisation Role *					
Selected Organisations	Type	Funding Agency	1st level Implementer	2nd level Implementer	National Counterpart
<input checked="" type="checkbox"/> Aide Medicale Internationale (AMI)	International NGO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> International Federation of Red Cross and Red Crescent Societies (IFRCRCS)	International NGO	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> SL Ministry of Education (MoE)	Government of Somaliland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> WHO	UN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK **Cancel**

Project Contacts

Step	Action
1	Click the Add/Edit Contacts button.
2	Select the Organisation to add a contact 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 Go button.
5	Select the contact for the project by ticking the checkbox to the left of its name and clicking the Add Selected button. Or,

6 Creating a new contact by clicking the **Create New** link and providing the information requested.

7 Click the **OK** button.

Project Contacts* by Organisation/ Agency				
	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
Add / Edit Contacts				

Basic Information > Add / Edit Contact

Use the look-up controls on the left to search for all the organisations relevant to the project. Check each contact you would like to add for the project and click on "Add Selected" button.

Organisation: International Federation of Red Cross and Red Crescent Societies (IFRC)

Search for: in All Fields

2 items found

Contact	Organisation	Title	E-mail
<input type="checkbox"/> Abdi Nur Yuusuf Ahmed	International Federation of Red Cross and Red Crescent Societies (IFRCRCS)	*Vice-President	srcsnai@bishacas.org
<input type="checkbox"/> Ahmed Abdi Bakal	International Federation of Red Cross and Red Crescent Societies (IFRCRCS)	Co-ordinator	srcsnai@bishacas.org

[Add Selected](#) or [Create New](#)

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

2.2 DATA ENTRY – LESSON 2 – DONOR FINANCIALS

Introduction

The *Donor Financials* 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.

Accessing the Basic Information Section

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

Data Entry Guidelines

Provide information requested in the *Donor 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 *Donor 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.

Contract Reference

Step	Action
1	Click the Add Contract button.
2	Enter the Contract Reference # in the respective field.
3	Specify when the contract is supposed to end.
4	Specify the Currency the contract amount is expressed in.
5	Enter the Contract Amount in the currency selected.
6	Enter the Contingency Reserve amount.
7	Specify the Indirect Costs associated with the contract.
8	Click the OK button to save the information input.

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

Donor Financials > Add/Edit Contract * - Required fields

Contract Reference # *	012547
End Date *	11/09/2014 <input style="width: 20px; height: 20px; border: none;" type="button" value="..."/>
Currency Rate *	USD (US Dollar) <input style="width: 20px; height: 20px; border: none;" type="button" value="..."/>
Contract Amount *	2,547,800
Contingency Reserve	0
Indirect Costs	0

Commitments and Disbursements

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

Commitments and Disbursements by Funding Agency to Implementer	Donor	Contract reference #	Date	Commitment	Disbursement	Balance
	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						
<input type="button" value="Add"/>						

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

Commitment / Disbursement *	<input checked="" type="radio"/> Commitment <input type="radio"/> Disbursement
1st level Implementer *	<small>The list below depends on the Implementers selected in 'Organisations & Contacts' tab.</small> Aide Medicale Internationale (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
<input type="button" value="Add Another Contribution"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>	

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

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

Commitment / Disbursement *	<input type="radio"/> Commitment <small>[i]</small> <input checked="" type="radio"/> Disbursement <small>[i]</small>
1st level Implementer *	Aide Medicale Interanationale (AMI) Development Budget Grant WHO E-12
Date of Disbursement *	08/08/2013 <small>dd/mm/yyyy</small>
Currency *	EUR (Euro) <small>0.6839 EUR = 1 USD</small>
Disbursement Amount *	128,560

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 Disaggregated Budget field.</p> <p>Note: The total of the Gross budget amounts for all years of the project duration may not exceed the Project Budget 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*		5,487,07,890.0			
Contribution to Operational cost		756,00	3,256,8		
Capital Budget (Construction, infrastructure)		125,00			
Excluding operational overhead of Organization:					
Net budget					
Actual transfers		11,256			
Investments to NDP			1,250.0		

Expenditures

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

Expenditures	1st level Implementer	2nd level Implementer	Type	Date	Disbursement	Expenditure	Balance
	<input type="checkbox"/> 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	2.1 International travel (per flight)	08-Aug-2012		2,564,100 USD	
			Add Expenditure				

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

Donor *	WHO Aide Medicale Internationale (AMI) WHO E-12								
Type of Expenditure *	<table border="1"> <tr> <td>Category</td> <td>Sub Category</td> </tr> <tr> <td>1.Human Resources</td> <td>1.1.Salaries, local staff Tr</td> </tr> </table>	Category	Sub Category	1.Human Resources	1.1.Salaries, local staff Tr				
Category	Sub Category								
1.Human Resources	1.1.Salaries, local staff Tr								
Date *	07/08/2013 dd/mm/yyyy								
Currency *	EUR (Euro)								
Amount *	<table border="1"> <tr> <th>Units</th> <th>Number of Units</th> <th>Unit Rate</th> <th>Total</th> </tr> <tr> <td>Per month</td> <td></td> <td></td> <td>5,780,000</td> </tr> </table>	Units	Number of Units	Unit Rate	Total	Per month			5,780,000
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	<p>The list below depends on the National Counterparts selected in 'Organisations & Contacts' tab.</p> SL Ministry of Education (MoE)								
Beneficiary Geographic Area	<p>The list below depends on the Geographic Distributions selected in the first tab.</p> Somaliland Wide								
<small>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.</small>									
<input type="button" value="Add Another Expenditure"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>									

Assets Transferred by the Project

Step	Action
1	Click the Add Asset Transferred by the Project button.
2	Select the Asset Type (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 Select Beneficiary button and selecting the beneficiary from the respective drop-down list.
4	Select the Region where the asset is used from the drop-down list.
5	Enter the Number of assets to be transferred by the project.
6	Select the Currency that the asset amount is expressed in.
7	Enter the asset Amount in the currency indicated.
8	Specify the absolute Progress of the asset in percentage.
9	Click the OK button to save the information input.

Assets Transferred by the Project	Type of Asset	Value	Progress	Number	Recipient	Region
	✗ Infrastructure	7,589,000 EUR	41	17	SL Ministry of Education (MoE)	Somaliland Wide
<input type="button" value="Add Asset Transferred by the Project"/>						

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

Asset Type *	Infrastructure
Beneficiary	SL Ministry of Education (MoE) Select Beneficiary Remove Beneficiary
Region *	Somaliland Wide
Number	17
Currency *	EUR (Euro)
Asset Amount *	7,589.000
Progress (Percentage)	41

0.6839 EUR = 1 USD

OK Cancel

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 Add Objective button.
2	Enter the goal or Objective description in the English and Somali languages.
3	Click  (OK) button to confirm the information input.



Improve access to basic education for girls and women	ENG	Ensure equal access to education for both sexes
---	-----	---

Beneficiaries

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

Beneficiaries	Type of Beneficiary	Number of Beneficiaries	
		Target	Actual
	Children	1,760	980
	Women / Mothers	3,700	2,500
	Youth		

Project Outputs and Indicators

Step	Action
1	Provide a description for the Output in the English and Somali languages.
2	Click the Add button.
3	Select the Key Performance Indicator 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 Aggregated Baseline , Target and Achieved values in the respective fields.
6	Break down the numbers provided in the <i>Baseline</i> , <i>Target</i> and <i>Achieved</i> fields according to the regions in Somaliland.

Project Outputs and Indicators	Output	Key performance indicator	Measure	Region	Baseline	Target	Achieved
	✖ 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

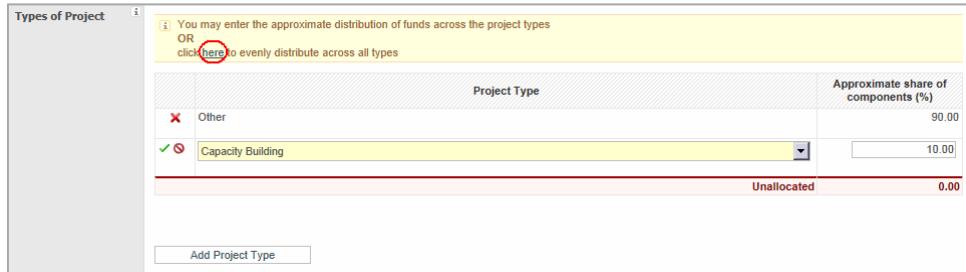
Implementation Status

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

Implementation Status	<input type="text" value="Ongoing"/>
-----------------------	--

Types of Project

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



Types of Project

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

Project Type	Approximate share of components (%)
Other	90.00
Capacity Building	10.00
Unallocated	0.00

Add Project Type

Gender Marker

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



Gender Marker

Select the button to push to indicate project's allocation to gender issues

0 1 2 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 Grade 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 Reason drop-down list.
3	Enter a Solution for improving the data quality in the English and Somali languages.

OECD/DAC Sector

Step	Action
1	Click the Add Sector button.
2	Choose a Sector from the drop-down list.
3	Indicate a Sub Sector 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 (OK) 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	15.00
		Unallocated

Add Sector

**Government
Comments**

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

Government
Comments

Comment	Date
<p>✓ ✖ 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 ...</p>	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 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.
6	Define whether the Letter of Agreements with Government has been attached by selecting the respective checkbox.

Attachments (e.g. project documents, monitoring reports, and other)												
<p><i>[i] You may attach documents such as the project proposal and reports, photos, and other files relevant to this project.</i></p> <table border="1"> <thead> <tr> <th>Title</th> <th>Description</th> <th>Added On</th> <th>Added By</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Somaliland Report</td> <td>This report presents the findings of the Somaliland case study of the Berghof project on legitimacy issues in fragile post-conflict situations.</td> <td>22-Jul-2013, 15:24</td> <td>Synergy Admin</td> </tr> </tbody> </table> <p>Add Attachment</p> <p><input type="checkbox"/> Letter of Agreements with Government attached</p>					Title	Description	Added On	Added By	<input checked="" type="checkbox"/> 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
Title	Description	Added On	Added By									
<input checked="" type="checkbox"/> 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									

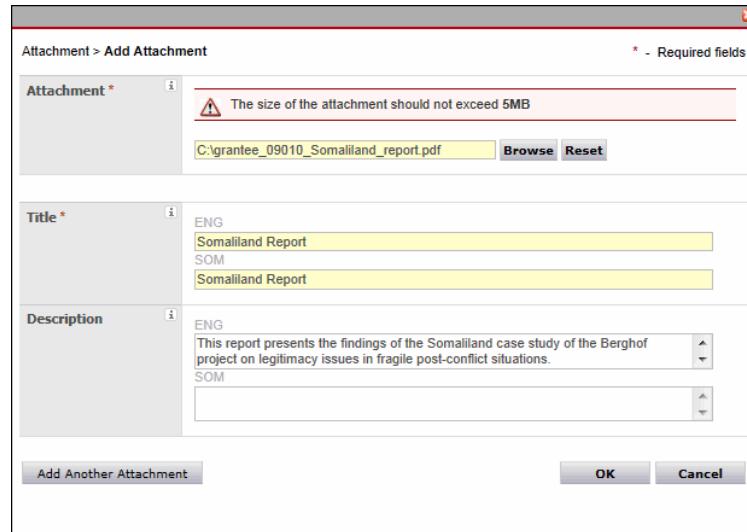
Attachment > Add Attachment * - Required fields

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