DEVELOPMENT ASSISTANCE DATABASE FOR SOMALILAND

(DAD - Somaliland)

PROJECTS APPLICATION

TOT TRAINING MANUALS

12 AUG 2013

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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:

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

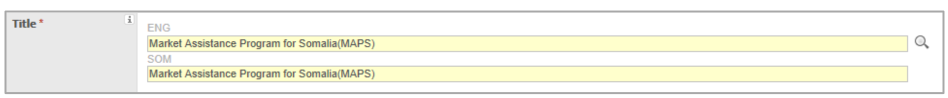
To access the *Basic Information* section, you should click the **Basic Information** tab found at the top of the screen.

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.

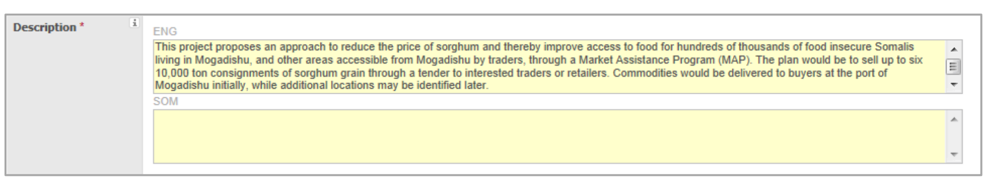
Title

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.



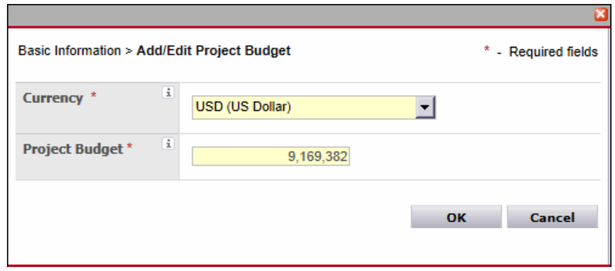
Description

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



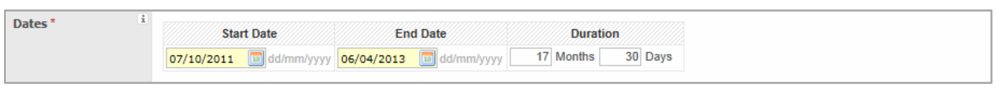
Project Budget

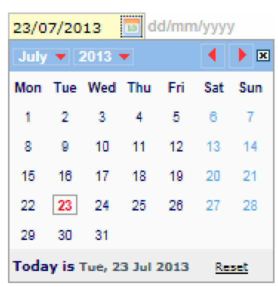
Step	Action
1	Click the **Add/Edit Project Budget** button.
2	Select the **Currency** to enter the project budget amount in.
3	Indicate the total **Project Budget**.
4	Click the **OK** button to save the information input.



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.





Project Status

Step	Action
1	Select one of the following as the **Project Status**: *Approved* or *Planned*.

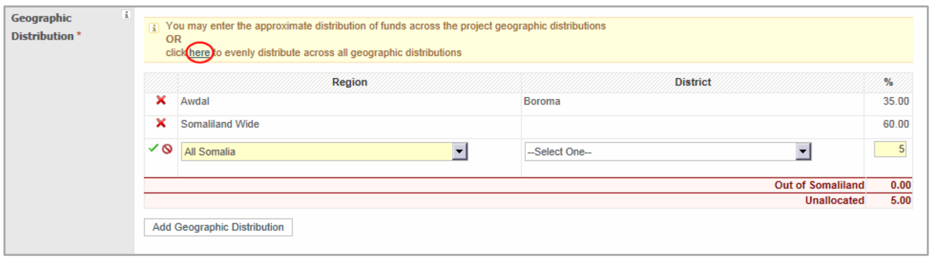
Project Nature

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

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

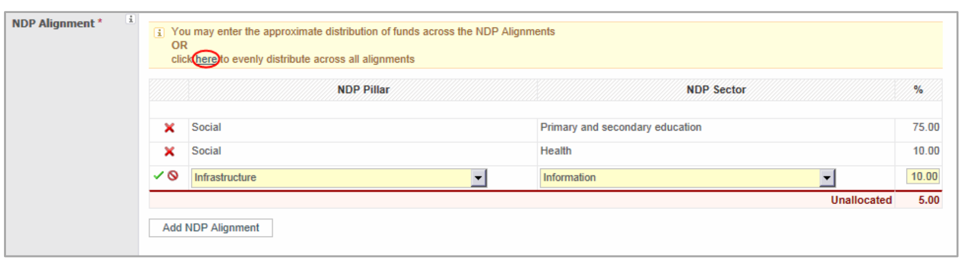
Geographic Distribution

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.



NDP Alignment

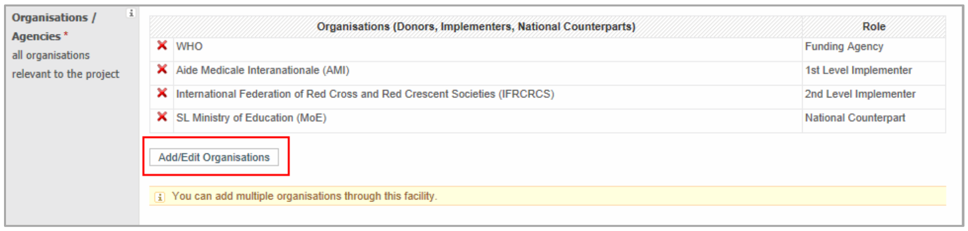
Step	Action
1	Click the **Add NDP Alignment** button.
2	Select an **NDP Pillar** and **NDP Sector** from the respective drop-down lists.
3	Define the project allocation percentage to be spent on a definite pillar. You may choose either to evenly distribute funds across all pillars or enter approximate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

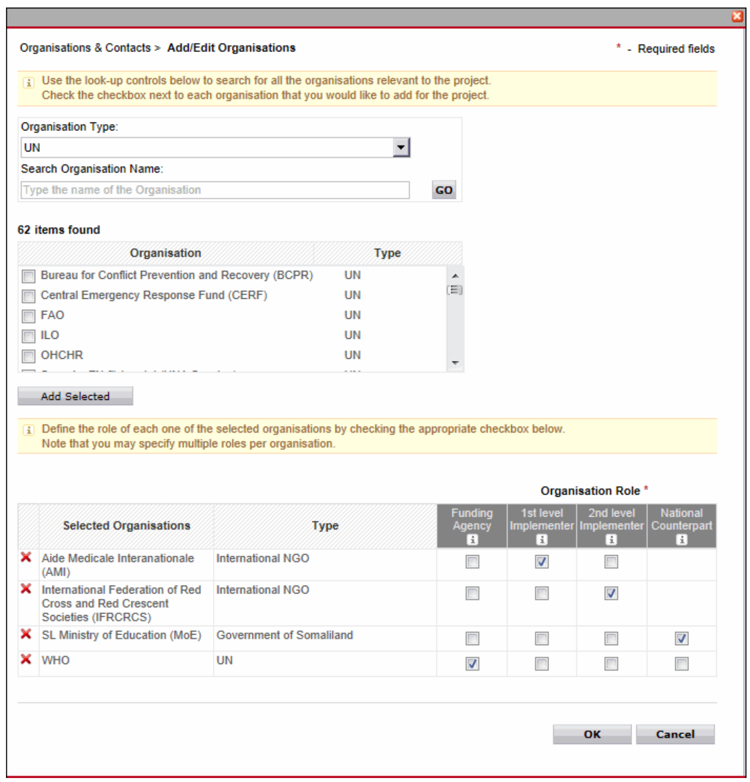


Organisations / Agencies

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 on of the following: *Funding Agency*, *1st* or *2nd level Implementer* or *National Counterpart*.
7	Click the **OK** button.

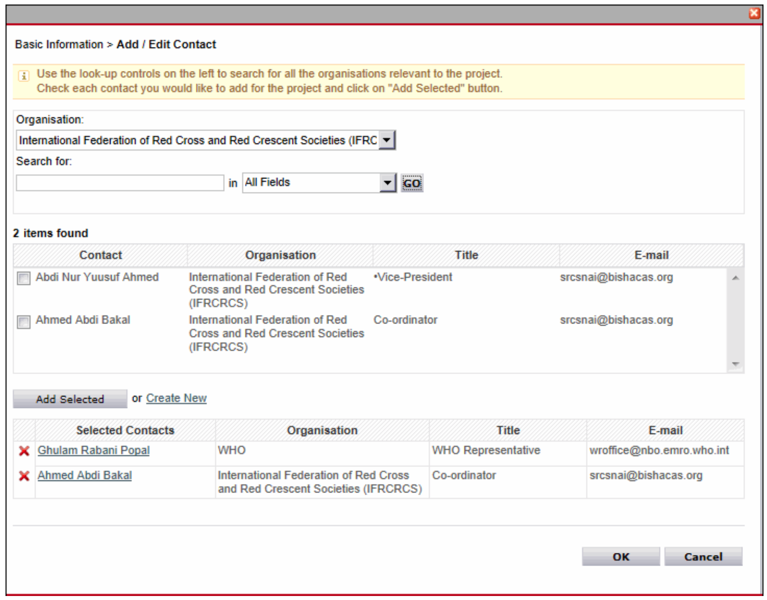




Project Contacts

Step	Action
1	Click the **Add/Edit Contacts** button.
2	Select the **Organisation** 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 **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.



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.

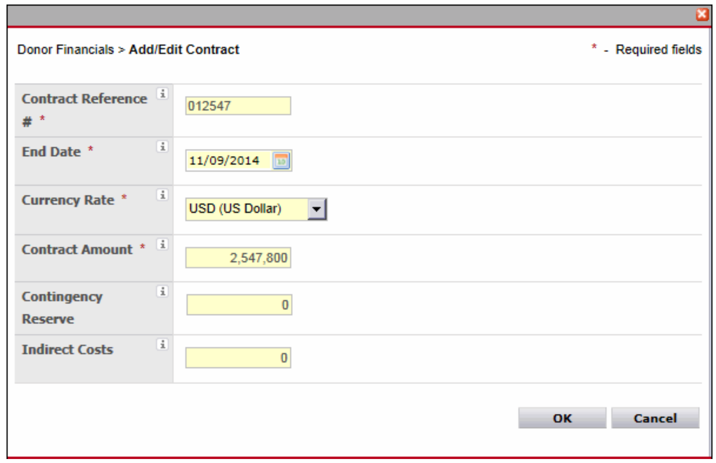
Special Instructions

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.

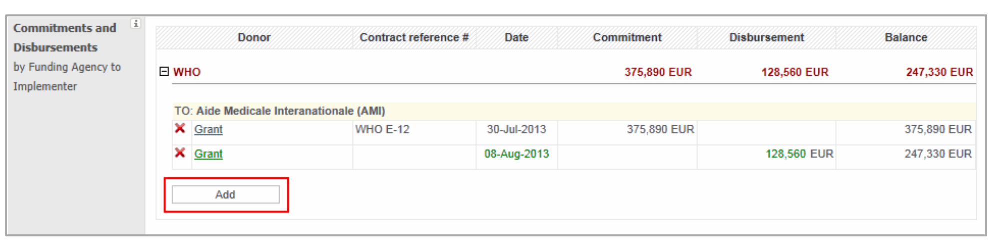
Contract Reference #

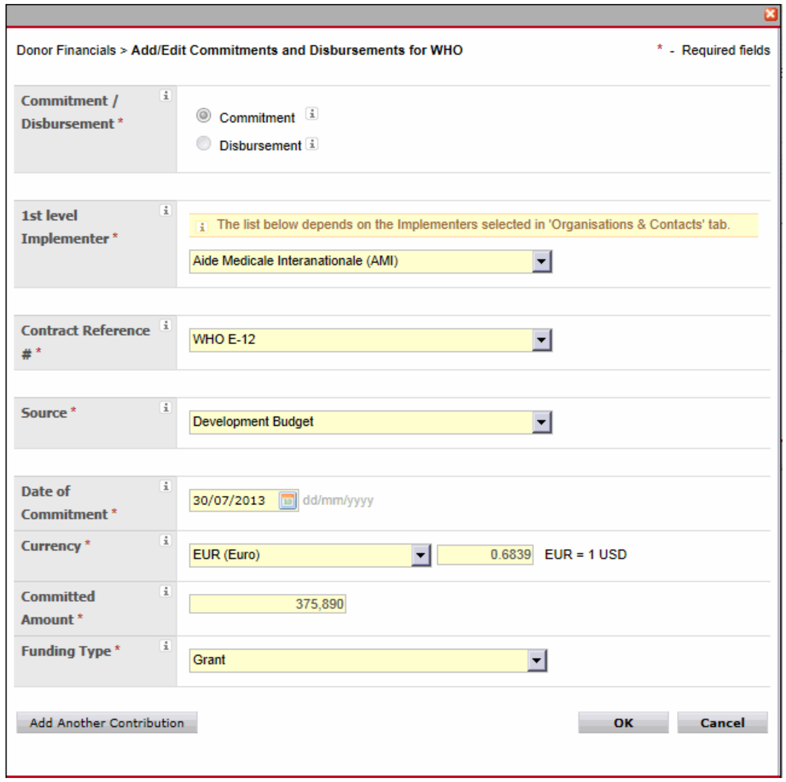
Step	Action
1	Click the **Add Contract** button.
2	Enter the **Contract Reference #** in the respective field.
3	Specify when the contract is supposed to end.
4	Specify the **Currency** the contract amount is expressed in.
5	Enter the **Contract Amount** in the currency selected.
6	Enter the **Contingency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



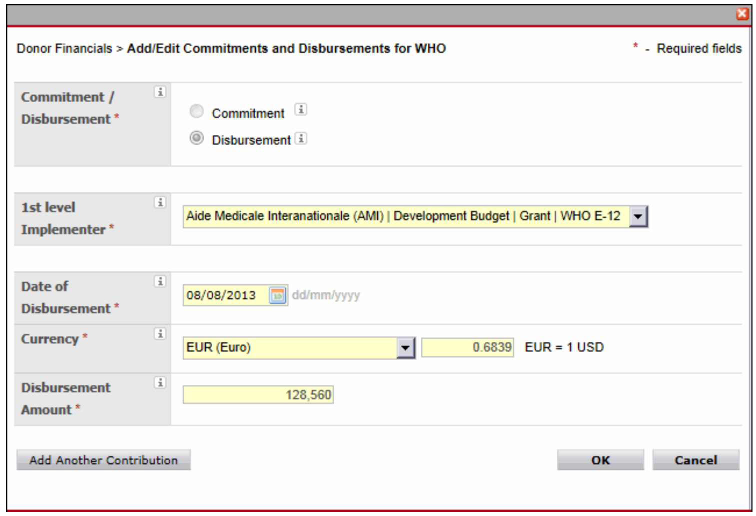
Commitments and Disbursements

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: *Loan* or *Grant*.
10	Click the **OK** button to save the information input.





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 *
Commitment
Disbursement
1st level Implementer *
Aide Medicale Interanationale (AMI) | Development Budget | Grant | WHO E-12
Date of Disbursement *
08/08/2013
dd/mm/yyyy
Currency *
EUR (Euro)
0.6839
EUR = 1 USD
Disbursement Amount *
128,560
Add Another Contribution
OK
Cancel

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.

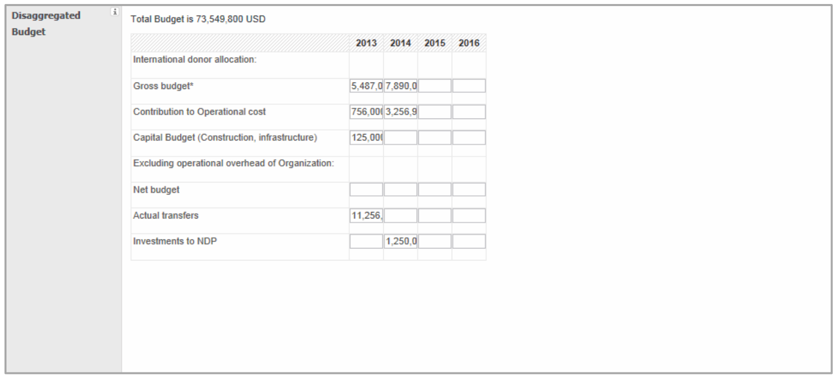
Special Instructions

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.

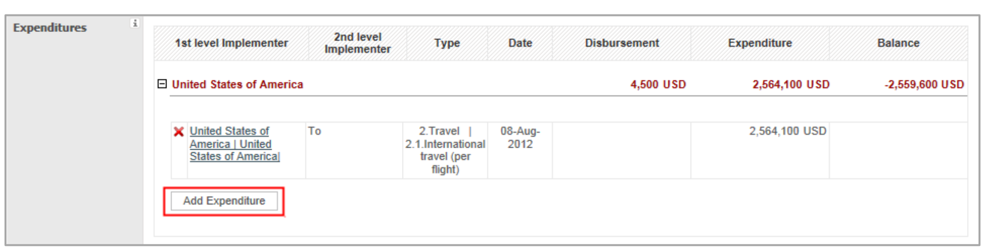
Disaggregated Budget

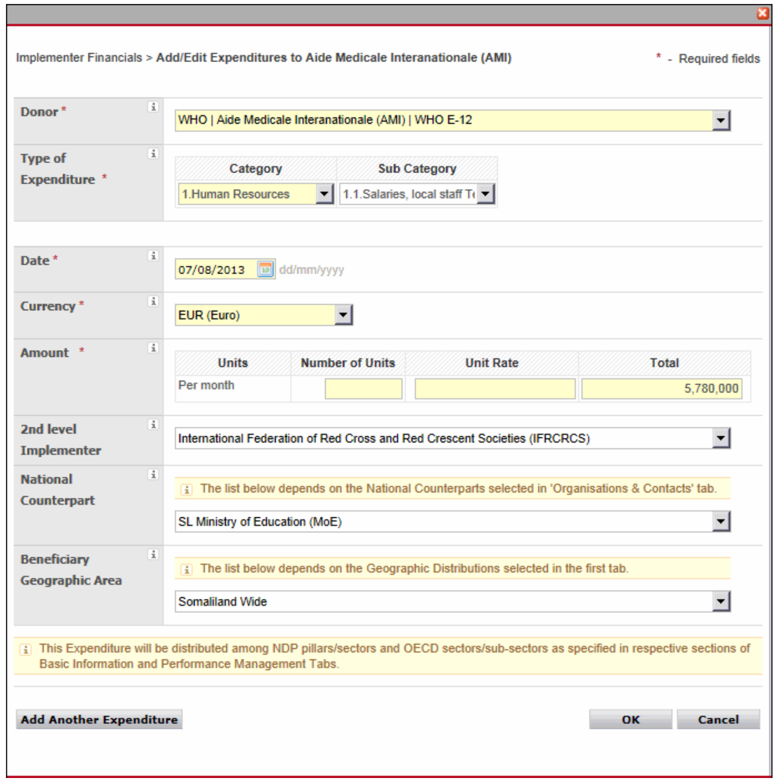
Step	Action
1	Break down the project budget according to the budget items (e.g. actual transfers, investments to NDP, etc.) across the years of the project duration in the **Disaggregated Budget** field. **Note:** The total of the **Gross budget** amounts for all years of the project duration may not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



Expenditures

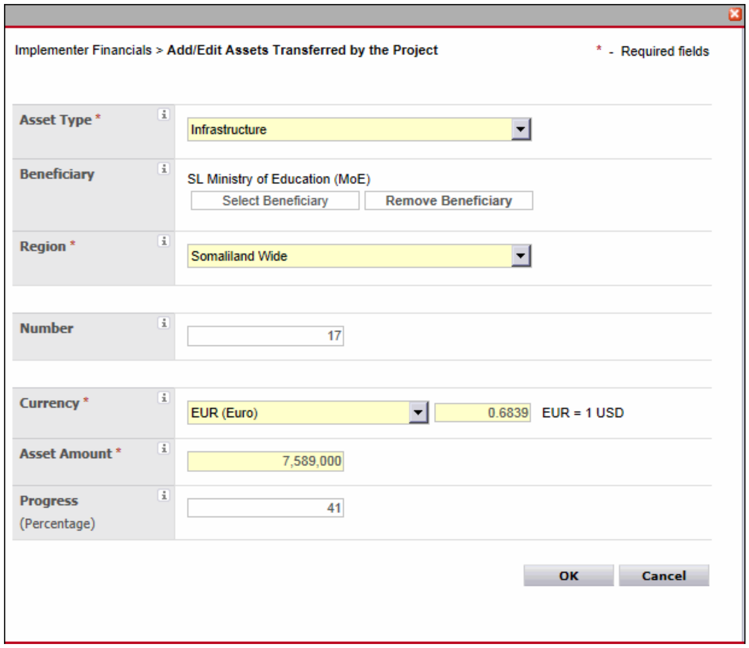
Step	Action
1	Click the **Add Expenditure** button.
2	Select the combination of the **Funding Agency | 1st Level Implementer | Contract Reference #** that will link the expenditure to a valid (recorded) commitment in the **Donor** field.
3	Specify the **Type of Expenditure** by selecting the applicable 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 *Sub Category* has not been selected for the expenditure type, the *Units*, *Number of Units* and *Unit Rate* 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.





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.


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)
0.6839
EUR = 1 USD
Asset Amount *
7,589,000
Progress
(Percentage)
41
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

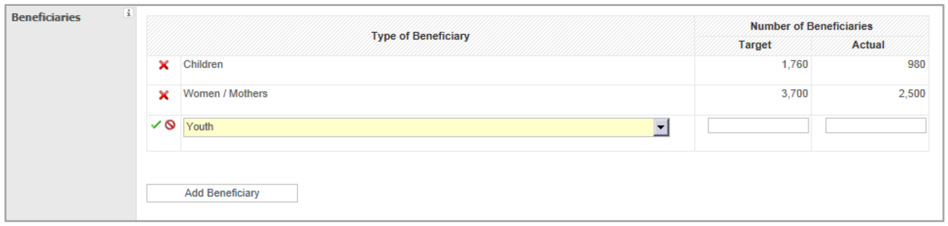
Provide information requested in the *Results and Progress* section by following the instructions given. Fields marked with an asterisk are mandatory to be filled. After filling in the information in this section, it is recommended to save it before navigating to the next section.

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.

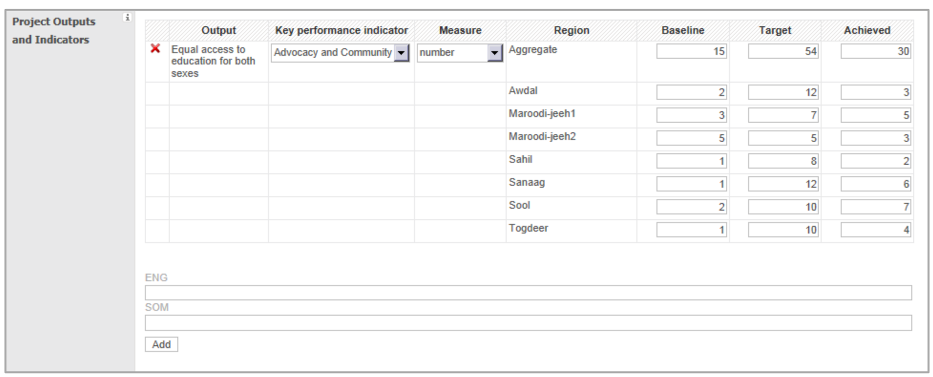
Beneficiaries

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.



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 *Baseline*, *Target* and *Achieved* fields according to the regions in Somaliland.

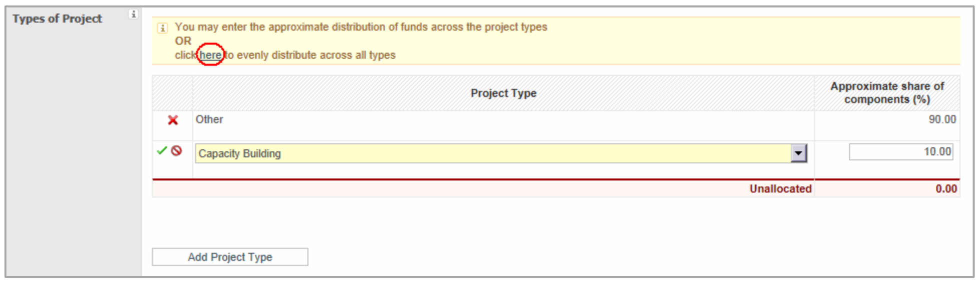


Implementation Status

Step	Action
1	Indicate the current state of project in terms of implementation by selecting one of the following: *Planned*, *Ongoing*, *Extended*, *Completed*, or *Cancelled*. **Note:** If *Extended* 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.

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.



Gender Marker

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

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

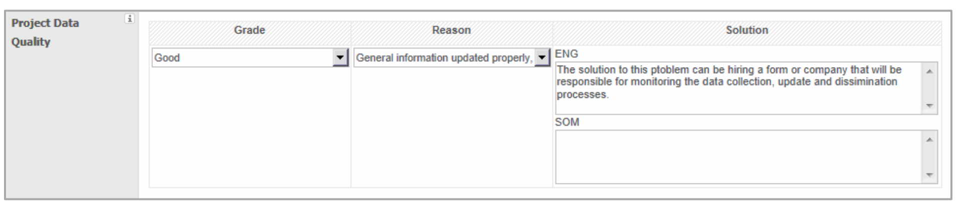
To access the *Data Administration* section, you should click the **Data Administration** tab found at the top of the screen.

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.

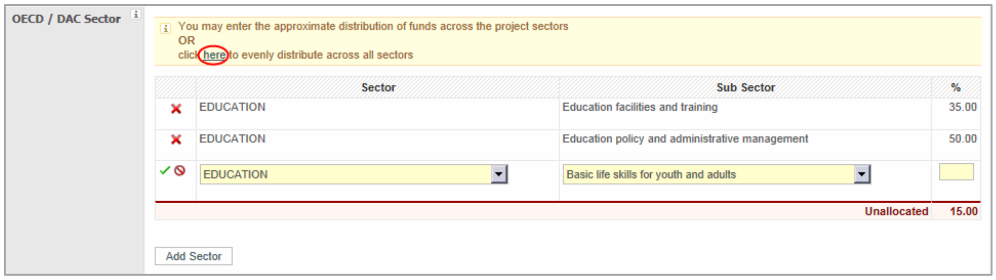
Project Data Quality

Step	Action
1	Assign a **Grade** to the data by selecting one of the following from the drop-down list: *Excellent*, *Fair*, *Good*, or *Poor*.
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.



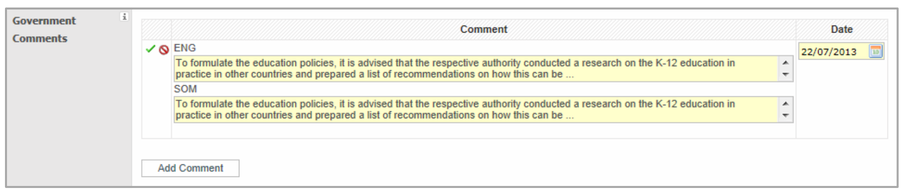
OECD / DAC Sector

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.



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.



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

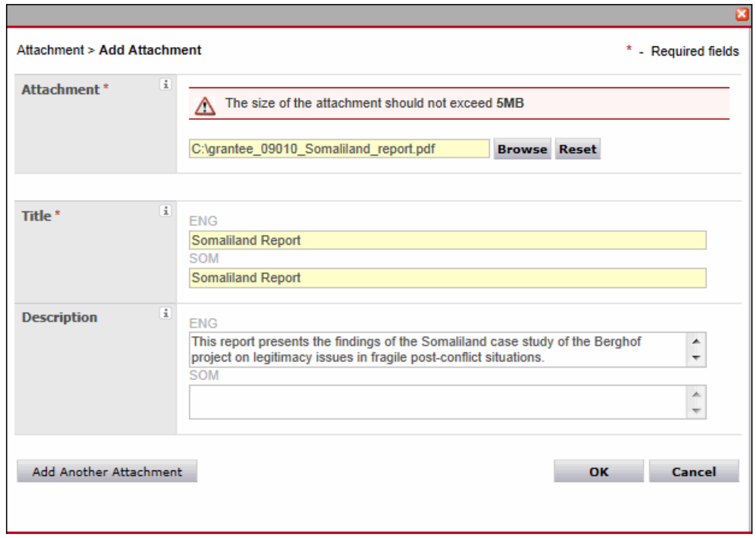
Provide information requested in the *Attachments* section by following the instructions given. Fields marked with an asterisk are mandatory to be filled. After filling in the information in this section, it is recommended to save it before navigating to the next section.

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.


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