Tana-Beles WME Reports

No 62: Community and Kebele Reporting and Woreda Level Data Entry Guideline

Bahir Dar 2012

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Bahir Dar,
August 2012

TanaBeles Integrated Watershed Development Project

Community and Kebele Reporting and woreda Level Data Entry Guideline

I. Introduction

This reporting guideline is part of Tana Beles Integrated Watershed Development Project Monitoring, Evaluation and Reporting (MER) Guideline. This part is taken for training or orientation of project woreda staff participating in the ArcGIS training at Kombolcha held from 20 August to 01 September 2012. The guideline contained different formats and descriptions of each activity and output in the weekly and monthly reporting. It is applicable to community level weekly, kebele level monthly reporting and data entry into the project database at project woreda. Therefore, this guideline will be used to guide community leaders and government staff at kebele level mainly Development Agents (DAs) and Community Facilitators (CFs) who are responsible for reporting of project activities and also for database experts at the project woredas.

II. Purpose of the Guideline

The purpose of this guideline is;

- To provide guidance on the detail descriptions and conceptual meanings of activities and outputs in the reporting formats and the data entry interfaces of the database.
- developing the capacity of watershed committee members in planning and reporting of their watershed development activities and then develop sense of ownership through time,
- Improve information flow, monitoring and evaluation in the project,
- Strengthen skills in data collection, organization, management, archiving and generally information systems for project staff and the woredas in general.

III. What Kinds of Information are needed?

The information to be collected about the project should be sufficient enough for optimal decision making. The framework for designing the database all depends on the project logframe. The details of information required in the project database with its description are indicated in the following section and the monthly reporting format. The basis for such detail listing of activities and outputs in the database is the project indicators in the logframe.

Information is required to capture the status of each indicator of different level (output, outcome and impact) in the project logframe. Accordingly, the bases for the detail listing of activities required in the MIS database are the project indicators, which are assumed for the achievement of each indicator.

IV. Quality Concerns for the Data to be collected

Information users have many concerns about the quality of information they areseeking. To help project staff to ensure the quality of information collected, data quality assessment guideline with details of checklist were prepared and distributed (WME Report No. 10). In addition, to assist geo-referencing of project outputs, which will help to easily trace them, GPS were distributed to all project woredas and training given on GIS/GPS to woreda staff and on GPS use for kebele staff and CFs. Data quality implies that the project performance information collected as part of the project's monitoring and evaluation system adequately represents the project's interventions/activities, including the quality of individual activities done and the outputs achieved at the ground. Some key criteria are shown on table 2 below.

Table 2: Data Quality Dimensions

Dimension of Data Quality	Operational Definition
Accuracy	Also known as validity. Accurate data are considered correct when the data measure what they are intended to measure. Accurate data minimize errors (e.g., recording or reporting) error, to a point of being negligible. **Accuracy** refers to the closeness between the documented/reported value and the true value that is intended to measure. The data should be conceded with the existing norms and standards.
Reliability	The data generated by a project's information system are based on systems and procedures that do not change according to who is using them and when or how often they are used. The data are reliable because they are measured and collected consistently. That means there should be a well-established data collection, reporting, storing system which will not vary when the people doing the task are changing.
Precision	This means that the data have sufficient detail. For example, an indicator requires the number of individuals who participated in the implementation of the natural resources activities or SWC activities by sex and numerical value of the activities done need to correspond with the standard specification and norm of those particular individual activities. An information system lacks precision if it is not designed to record such parameters.
Completeness	Completeness means that an information system from which the results are derived is appropriately inclusive: it represents the *complete* list of activities persons participated, the inputs distributed/used etc. if the data is not complete, it doesn't reflect the real situation and difficult for decision making.
Timeliness	Data are timely when they are up-to-date (current), and when the information is available on time. Timeliness is affected by: (1) the rate at which the project's information system is updated; (2) the rate of change of actual program activities; and (3) when the information is actually used or required.
Integrity	Data have integrity when the system used to generate them is protected from deliberate bias or manipulation for political or personal reasons.

V. Monitoring Process, Tools and System

Community Level Monitoring and Evaluation Process

The community level monitoring and evaluation process is aimed not only at monitoring of progresses or monitoring of implementation of activities, but also for identifying bottlenecks in the implementation process. It is also a basis for the community learning and capacity building process.

From the field assessment, it is understood that most community watershed teams have set regular time for the assessment of their plan achievements. Most community teams have set dates to meet twice per month, while some others agreed once per month. This approach to the monitoring and subsequent evaluation of activities by the community leaders or elected committee members would serve to inform the wider community about the successes and bottlenecks of project activities.

However, such fixing of dates is not sufficient to correctly monitoring bottlenecks and general implantation process. Sometimes it is conducted in an informal way.

Such processes are the basis for enhancing community level client interactive monitoring processes. Therefore, to promote grassroots level monitoring process, the community facilitators should encourage and dwell much of their time in facilitating community level planning and monitoring activities.

The planning and monitoring results of the committees should be presented to the wider community of the micro watershed.

Generally, the following issues need to be implemented in the community monitoring and evaluation process;

- CWTs prepare weekly report and submit to CFs/DAs, which the copy should be kept with the CWTs for filing. Simple reporting format which considered the level of literacy and work load of CWT members prepared.
- There has to be an agreed timeframe for the committees to monitoring the status of project activities and input supply. This could be twice or once per month in every community watershed as agreed by the committee members. This has been started, but should be strengthened.
- The community facilitators should facilitate the fixing of the dates and also the discussion process of the communities /committees. The roles of the CFs in such processes are important, especially at the beginning until communities get familiarized with the processes and procedures of the monitoring process.
- This issue should be one of the key criteria in evaluating community facilitators' performance,

- The committee monitoring result should be displayed to the wider community with an agreed time interval, particularly by end of major community activities; like after completion of the SWC activities or by the end of the year. These results are important for learning and inward looking to the community for the next season activities. Such community level annual assessment of achievements and constraints can be held at the community watershed level orkebele level to assess the overall yearly achievements and endorsement of the next year plan. The community facilitators together with the DAs should facilitate such kind of monitoring processes.

VI. Reporting at Different Levels

Different period/time frame and level reporting systems are crucial to trace progresses and constraints which may occur in the course of project implementation. Reporting systems and tools were developed and tested for its functionality for more than a year to accommodate stakeholder requirements. Based on this different reporting formats for different level stakeholders (communities, kebele, woreda and RPCU level aggregation formats) were designed and are in use since the project start up. Gaps were assessed both at community and government structure level and recommendations were taken into account for the formats to accommodate all level information requirements. Moreover, different level reporting formats and reporting frequency were designed and agreed with RPCU of the B1 component.

A. Community Level Reporting Formats and Reporting Frequency

The watershed planning process is fully participatory where community represented CWT members identified and prioritized project activities in each community watershed. This is a kind of proposal which finally to get the general assembly's approval. The implementation process is also led by themselves including the reporting responsibility for activities implemented within own community watershed.

Based on this, simple weekly reporting format which considers the work load and literacy levels of CWT members was designed (Annex-1). The reporting frequency was agreed to be on weekly basis as farmers could easily remember what has been done during a week. Regarding the contents of the format;

- It is designed from the planning format,
- It is designed to get reports from each individual community watershed level, as data entry into the database is done for each individual Community Watershed,
- Each CWT Reports to the DA/CF on weekly basis,
- The Reporting format shows:
    - ❖ <u>Physical activities done during the week on output wise</u> (outputs to be indicated separately; like hectare of land where gully treatment has been done,

hectare of farm land different SWC activities done, hectare of land seedlings planted etc),

- ❖ Number of people participated (Male &Female),
- ❖ Community contribution (labor and local material, that is, only physical contributions),

However, the rows are left open for the CWTs to list the activities done during the week. As the numbers of activities to be done during the week are limited in number, it will be easier for CWT members to write those activities rather than listing all possible activities in each output in the reporting format. The format is indicated in Annex-1.

Such weekly report is to be submitted to the DA or Community Facilitator (CF). The DA/CF besides aggregating the four week reports into a monthly report,will change local materials and labor contributions into monetary values based on standard Norms of each activity and local price for the material & labor reported. These weekly reports should be compiled for monthly reports to the woreda office of agriculture. The DA/CFs are also responsible for technically assisting and training of the CWTs (like output level reports) and monitoring the quality of CWT reports.

Here community leaders (CWT members) are expected to indicate ***lists of activities done during the week with appropriate unit*** of measurement, differentiated on output basis. For instance;

1. **Activities done during the week on cultivated land,**
    - -----meter of stone bund constructed,
    - -------meter of soil buds constructed,
    - -------meter of Fayna-juu constructed,
    - ----- number of trenches dug,
    - Etc

Then **indicate the output**, where all the above mentioned activities are done. That is, the size in hectare of cultivated land where the above mentioned activities are done during the week. The units of measurement for some of the activities, like soil/stone bunds can be written in meters in the weekly reports, but to be changed into kilometers in the monthly reporting formats, which will be dealt later.

2. **Activities done during the week to rehabilitate degraded land (like *communal grazing lands, hillside, degraded forestry land…..)***
    - ----hectare of degraded land closed for rehabilitation,
    - -----meter of hillside terraces constructed,
    - ----number of trenches dug,
    - ----number of micro basins dug,

- ----meter of waterway constructed,
- Etc
- Number of people participated (male/female separately) should be indicated following the reporting format.

Similar to the above output, committee members of the community have to indicate the size of land (in hectares) where all those activities implemented during the week to rehabilitate the degraded land.

3. Activities done during the week for gully treatment and rehabilitation

- ------- cubic meter of Gabion check dam constructed,
- -------cubic meter of stone check dam constructed,
- -----ha gully planted with different plant species
- Etc
- Number of people participated (male/female separately) should be indicated following the reporting format.

After indicating all activities done during the week to rehabilitate gully affected area, community leaders finally need to indicate the size (in hectares) of treated gully area during the week (that is, the output of doing the above activities).

4. New Area planting,

- number of nursery sites established by community groups, by the project, individuals should be indicated in the community report,
- seedlings raised in private and groups nursery sites separately,
- ----hectare of closed land planted with seedlings,
- ---hectare of backyard land planted,
- ----hectare of woodlot planted,
- Etc
- Number of people participated (male/female separately) should be indicated according to the reporting format.
- Size of the total area planted with different strategies (on closed areas, backyard planting, woodlot planting, allay cropping, roadside planting, etc).

Generally a**ll activities done during the week should be reported separately in all outputs (natural resources, crop production, livestock production, water supply, irrigation development, road construction, etc)**

In the final right side columns of each output and activity, local materials used for the implementation of each activity will be quantified by the community in their weekly

report. Then the DA/CF should change it into money value based on the local market in the monthly report.

The report should also include any input distributions (improved technologies distributed like improved seeds, vegetables seeds, improved sheep breeds, fruit trees, demonstration sites in the community watershed, etc together with the number of HHs benefited or participated, or trained),

B. Kebele Level Reporting Formats and Reporting Frequency

These reports are monthly reports from the kebele to woreda office of Agriculture. The reports should be prepared through adding up the four weeks' CWT reports separately for the individual community watersheds. That is, monthly report should be reported to the woreda separately for each community watershed. It is not allowed to add the different community watershed reports in the kebele.The DA/CF is expected to check for the quality and consistency of the report coming from the communities before he/she reports to the woreda. In the kebele reporting format, all possible activities in each output of the project are listed down with standard unit of measurement. It is not allowed to change or use different unit of measurement from the one indicated in the monthly reporting format. This will help for easy aggregation of the different community watersheds in the database.

In addition, the DA/CF should include other activities done or inputs supplied by the woreda, etc, which are not reported by the community leaders based on the lists of activities in the monthly reporting format. For example, nursery activities are mostly managed by the woreda or at kebele level where watershed communities' involvement is limited.

The Responsible person for this monthly report will be the DA or the CF or both at the kebel level. The DA/CF is also expected to change community contributions (labor and local material) into money value by changing the total labor into person days using the standard norm for each activity and daily wage rate in the local area and market price for other in kind contributions.

That means to calculate *labor contribution*: first the total number of participants (male and female) should be ***changed into Person Days usingthe standard NORM for each activity. One should refer the participatory watershed development guideline of MoARD(2005) for the norms of different activities***. After changing the total labor contribution to person days using standard NORM, multiply it by the local daily wage rate or local labor market. This will give you total labor contribution in terms of money.

To calculate *material/in kind community contribution* (particularly, gravel, wood like *atana, mager, gidgida, teff straw(chid), etc* for constructing different activities like flourmill house, water points, gullies, other IGA working places, etc,), after quantifying these materials multiply with the local market price. These two (labor and material) will give you the total monetary contribution of the community.

Detail Description of the Contents of the Reporting Formats

In the monthly kebele reporting format (Annex-2) the most important issue usually forgotten is reporting at the output level. These are of course the purposes of doing an activity or activities. That is, activities are implemented to produce outputs. These are important elements for achieving results. Therefore, output level reporting is equally important in the monthly reports. The detail descriptions of the outputs and activities are presented below.

Outcome 1: Natural Resource Development and Rehabilitation

Output 1.1: Community Based Participatory Watershed Development Plans and Annual Community Action Plans (CAP) Prepared.

Here indicate the number of community watershed plans and community action plans already prepared. The number should correspond to the number of community watersheds who already prepared their project period and annual plans.

Activities under output 1.1:

Activity 1.1.0; Community Watershed Plans Prepared:

Project period plan, without annual action plans should be indicated here. For instance, if all project woredas covered all project sites, the maximum number of community watersheds to be put as an output will be 163 (that is, 7 for DebreTabore town administration, 76 for Fartaworeda, 18 for Dera, 22 for Estie, 25 for Mecha and 15 for Sekela) to cover all 85,026 ha of project area. For kebele level reporting, since we are expected to report for each community watershed separately, the ***output level figure will be one***. That means communities are expected to prepare their project period plan once in the project life. This is a kind of indicative plan, which will be updated or revised annually with the preparation of yearly Community Action Plans (CAP). Therefore, while reporting, put only one in the "***Monthly Achievement***" column in the month where communities prepared their project period plan. It should not be reported every month or repeated at all.

Activity 1.1.1; Community Action Plans Prepared: As explained above communities are expected to prepare annual action plans every year, which is a breakdown from their project period plan. This has to be prepared after assessing or monitoring of the previous year performance. Therefore, put "1" in the "***Monthly Achievement column, in the month where***

communities prepared their annual action plan". This is because communities will prepare action plan once in every year. The cumulative output number should correspond with the number of years that communities have prepared their action plan.

Activity 1.1.2; Female farmers trained on watershed planning and CAP preparation*:** Indicate the number of female watershed community members trained on watershed planning and CAP preparation during the reporting month in the "monthly physical achievement column of the reporting format***" for that particular community watershed only.

Activity 1.1.3; Male farmers trained on watershed planning and CAP preparation: Indicate the number of male watershed community members trained on watershed planning and CAP preparation during the reporting month in the "***monthly physical achievement column of the reporting format***".

Output 1.2: Soil and Water Conservation Measures undertaken on cultivated land:
The figure to be indicated as an output in the monthly report will be the size or the area (in hectare) of cultivated land that is covered with different soil and water conservation structures implemented during the reporting month. It should be noted that this output is only for the cultivated land. Other SWC activities implemented on other land uses like on communal grazing lands, hillsides, on gully affected areas should not be included in this output. They have got separate reporting outputs. This hectare of farm land could be estimated in different ways such as by using GPS through tracking, which is the best way or estimate by converting the local units of measurement (*timad*) into hectare.

Box 1: Georeferencing of project activities

In the TanaBeles MIS based M&E system, one of the key issue will be to make all project outputs and activities georefernced (that is, to take the XY coordinates of project achievements or outputs and in some cases the activities itself). Each output/activity will have the GPS coordinates for the precise point location of the activity if the activity is located in one specific location like water points, schools/health centers renovated, vet clinic renovated or constructed etc
OR in the other way to have the GPS coordinates for the centre-point or from the four corners of activities that are more dispersed in nature (like terraces, bunds, cut-off drains etc.).

In this particular case, take the XY coordinate of the cultivated land where SWC activities were implemented in the reporting month using GPS points. The XY coordinates can be taken from the centre of treated farm land. To estimate the size of treated farm land, one should walk around the cultivated land covered with different SWC structures by pointing "***tracking***" the GPS.

The details of expected activities to be implemented ineach output are mentioned immediately below each output in the reporting format. The unit of each activity is standardized in the reporting format. One has to strictly use these units only. Since the project database is designed based on these units of measurements, it will be difficult to enter the report into the database or to aggregate the report from different community watersheds at the woreda or region level unless we use similar units indicated in the reporting format for each activity. For example the lists of activities with the respective units of measurement ***for this particular output (cultivated land) are indicated below***. Once reported in one month, a particular land should not be reported again in the subsequent months.

Sr No.	Activity	unit
1.2.0. Stone bunds		km
1.2.1.Soil bunds		km
1.2.2. Stone faced soil bunds		km
1.2.3. Fanya-juu		km

1.2.4. Bench Terraces	km
1.2.5. Trenches	No
1.2.6.Waterway	km
1.2.7.Cut-off drain	km
1.2.8. Maintenance of Bund	km
1.2.9.Waterway maintenance	km

See Annex 2 for the details of activities and the respective units for each activity.
Note: take georeference points (XY coordinates) for the output reported during the month as described in Box 1 above.

Output 1.3: Gully Treatment and rehabilitation

At output level indicate the total gully affected area treated during the reporting month. That means one has to show how much gully affected area in hectares being treated with different activities during that particular reporting month. The output (size of the area) should be estimated using GPS, which is in the best scenario case, or in the absence of GPS, expert judgment can be used for estimation.

In the reporting format (Annex -2) immediately below this output, different activities have been mentioned each of them with its own separate units of measurement. We have to quantify how much of these activities were done during the month to rehabilitate the hectare mentioned at output level. These lists of activities are any possible activities for gully treatment. In particular case, one may not implement all of activities mentioned to achieve the output. *We should indicate only those activities which were implemented in that particular area and month*.

Though these activities may be measured with different units, to ease the aggregation at different levels it is standardized here in this reporting format. Therefore, while reporting monthly or any period reports, we have to use these units. The standardization of units was

done after discussing with regional and project woreda staff. The lists of activities with individual unit of measurement are indicated as follows;

Sr N	Activity	unit
1.3.0.	Gabion check dam	M^3
1.3.1.	Stone check dam	M^3
1.3.2.	Sack check dam	M^3
1.3.3.	Brush wood check dam	M
1.3.4.	Gully reshaping & leveling	M^3
1.3.5.	Gully planting	ha
1.3.6.	Check dam maintenance	M^3
1.3.7.	Brush wood check dam maint.	M
1.3.8.	Replanting	No

Note: take georeference points for the output (the total treated area) reported during the month as described in Box 1 above.

Output 1.4: Degraded Land (communal grazing land, degraded hillside and degraded forestry land ……) treated;

This is another output in the course of SWC activity implementation. Similar to the above outputs, what we need to indicate here is the total degraded land (in hectares) treated with different soil and water conservation activities. Degraded communal grazing lands, degraded hillside or degraded forest/bush lands will be reported in this output. Possible activities for degraded land treatment are mentioned immediately below this output (Annex-2); each of these activities with standardized units. We have to strictly use these units for each activity while reporting. For example;

Sr N	**Activity**	**unit**
1.4.0.	Area closure	ha
1.4.1.	Hillside terracing	km
1.4.2.	Trenches	No
1.4.3.	Micro basin	No
1.4.4.	Eyebrow basin	No
1.4.5.	Stone faced soil bunds	km
1.4.6.	Waterway	km
1.4.7.	Cut-off drain	km
1.4.8.	Maintenance of Bunds	km
1.4.9.	Waterway/cut of drain maint.	

Similar to the previous outputs in other land uses, take here also the GPS points for the output and the activities (refer box 1).

Output 1.5: Existing natural and planted community forests protected and sustainably managed,

This output concerns only community owned forests (sum of natural and artificial plantations) in that particular community watershed or kebele. The output figure should indicate the total area of both natural and artificial plantations where that particular community agreed and developed community bylaws to protect and sustainably use it. The unit of measurement as indicated in the reporting format will be in hectares.

Take the XY coordinate of the forest area using GPS points. This can be taken in two ways. i) take the GPS points at the centre of the forest area and indicate the specific location (XY coordinate of the forest) and, ii) take GPS points from the four corners of the forest (or tracking the whole round of the forest area with the GPS) to show the size or hectare of the forest area.

***Activity 1.5.0; Existing forest conserved by the community*:** if the community agreed to protect the forest, then indicate the size of that forest area in the month which they agreed. Once reported, there is no need to report in every month the same area. However, if communities again agree to include some other patches of forest area to protect, this new forest area still has to be reported.

Activity 1.5.1; Develop bylaws to protect and wise use of existing forest: here indicate the number of community bylaws developed by the community to protect the forest. For example, if there are different patches of natural forest or artificial plantations in different *gots* of the same community watershed and if these communities agreed to protect separately by individual *gots*, then the number of bylaws developed should correspond with these number of *gots* who agreed to protect and developed bylaws. Once reported, don't repeat in every month, it will exaggerate the figure.

Output 1.6: New area planted by the community as forestry or agro-forestry systems

The output here will be the sum of the newly planted area in that particular community watershed with different strategies that may include;

i. communal area or closed area planting,
ii. backyard planting by individual farmers,
iii. Woodlot planting,
iv. Ally crop planting,
v. Roadside planting, etc

The unit of measurement for all kinds of planting should be in hectares to get the output level total area planted in the reporting period.

Detail Activities under this output:

There are lots of activities listed from 1.6.0 to 1.6.99 related to nursery management and planting in the reporting format, which the community watershed team members may not know the details, particularly the nursery management activities. Nursery management is usually handled at woreda level. Therefore, the DA or the community facilitator should fill all the information with regards to nursery management activities if they know the details or if they lack the information, it has to be filled with the woreda database management expert in consultation with the agro-forestry expert.

The units of measurement for listed activities should be according to the reporting format or indicated in the database data entry format at the time of data entry.

Outcome 2: Increased Crop Productivity, Production and Marketing of Agricultural Produce and Improved Pasture Management, Livestock Productivity and Veterinary Services

Output 2.1: Demonstration sites for improved cropping practices and systems established;

This output shows the total number of crop related demonstration sites conducted in the community watershed for enhancing crop production and productivity. It does not include demonstrations for livestock and natural resources management. It is the sum of all crop related demonstrations conducted both in the FTCs and on farmers' fields. The number should correspond to the total number of demonstrations listed in the activity lists under this output in the reporting format. The descriptions of activities under this output are presented as follows;

Activity 2.1.0; Demonstration on improved cropping practices: in this activity indicate the total number of crop demonstrations in the community watershed on different issues like on improved agronomic management issues (spacing, row planting, fertilizer use and rate, etc). Don't include irrigation and new crop variety related demonstrations here, they should be reported in the next activity list.

Activity 2.1.1; Demonstration on irrigation water management: indicate the number of irrigation related demonstrations conducted during the month. The activity may continue for some months. The number of demonstrations once reported, should not be repeated in months where the activity has been going on.

Activity 2.1.2; Demonstration on high value crops: it includes demonstrations conducted on fruits, vegetables like potatoes and similar vegetables which are mainly produced for market.

***Activity 2.1.3; Demonstration on malt barley*:** if thereis any demonstration conducted on malt barley in a particular community watershed, it would be reported here. The demonstration could be

either in farmers' plots or on FTCs. If this and the above mentioned demonstration are reported once, it should not be reported in every month.

***Activity 2.1.4; Demonstration on stabilization of physical structures*:** similar to the above demonstrations, indicate the number of demonstrations conducted in the community watershed.

Activity 2.1.5; Demonstration on new crop variety: this demonstration concerns newly introduced crop varieties in the community watershed. The newly introduced varieties could be of different kind like teff, barley, maize, wheat etc. Therefore, if different demonstrations on different crops are conducted in the community watershed, indicate the total number in this row. It is different from activity 2.1.0. Here we only indicate demonstrations on newly introduced crop varieties.

Activity 2.1.6; Farmers participated in different demonstrations: indicate the total number of farmers (both men and women) who participated in different crop related demonstration; that is, in all demonstrations mentioned above.

Activity 2.1.7 and 2.1.8; Farmers trained in different demonstrations: indicate farmers trained on crop related demonstrations; male and female separately in the community watershed as indicated in the reporting or data entry format.

***Activity 2.1.9; Farmers adopted enset production*:** number of farmers who received *enset* seedlings from the project in the community watershed.

***Activity 2.1.90; improved seeds distributed for demonstration*:** quantity of improved seeds of different kind in quintals distributed by the project for demonstration purpose in the community watershed (both for FTC based demonstrations and for on farm plots).

***Activity 2.1.91; improved fruit trees distributed for demonstration*:** the project has been distributing different highland fruit seedlings to watershed communities. Therefore, indicate the number of distributed seedlings in the month where distribution has been made for each community watershed. If different types of seedlings are distributed, then the report should indicate the sum of all kinds of fruit seedlings.

Activity 2.1.92 and 2.1.93; indicate quantity of fertilizer in quintals and chemical in liters that is used for demonstration.

***Activity 2.1.94; volume of compost prepared*:** the project is expected to support communities at least in technical matters like training for quality compost making that will contribute to increased production and productivity. Therefore, indicate the volume of compost prepared with project support (in cubic meters) in the community watershed. Similarly, indicate the number of participants on activity 2.1.95.

Output 2.2: Area developed with small scale irrigation

This output will be the total area developed with different methods of irrigation (example; diversion, spring development if the spring is used for irrigation, water pump, community pond, private hand dug wells that are used for irrigation). That is, area developed with all irrigation methods will be included in the output if the project has contributed for the development or supported these irrigation methods,

Activity 2.2.0; diversion scheme constructed: indicate the number of diversion schemes constructed in the community watershed. The diversion work in one site may not be finished in one month and hence should not be reported in every month. It has to be reported in one month; for example after it is finished just to avoid exaggeration.

***Activity 2.2.1; Irrigation channel constructed*:** indicate the irrigation channel constructed with the project support in kilometers. For instance, if the construction takes two months, then the report in one month should be the length in km which is constructed only in that particular reporting month.

Activity 2.2.2; Water pumps Distributed to organized farmer groups; indicate the number of water pumps distributed by the project in each community watershed.
Other activities under this output as indicated in the reporting format should be reported in the month implemented with the respective unit of measurement.

Output 2.3: Farmers trained in improved agricultural extension services (with curriculum and packages);

Here the output will be the number of farmers (both male and female added together) trained in different technologies. This will include farmers trained in the FTCs in some curriculum training and farmers trained on different agricultural extension packages.

Activity 2.3.0; New FTC constructed: though FTC construction is expected at kebele level, new FTC constructed with the project support has to be reported in the community watershed where the kebelecentre is found.

Similarly, all other activities mentioned in the reporting format under this output should be reported in the community watershed that is found at the kebele center. Since some activities like FTC construction, model FTC upgrading, DA office construction and upgrading, etc will be done at the kebele level, the DA/CF should include these activities in the community watershed where the kebele center is found. *Take the XY coordinate of the new animal health post as described in Box 1 above.*

Output 2.4: Number of animals vaccinated or treated for improved veterinary service;

This output will be the total number of all kinds of animals (cattle, sheep & goats, equines, poultry) added together that are vaccinated or treated for different diseases/parasitesin the reporting month in the specific community watershed.

Activity 2.4.0; New Animal health post constructed: if new animal health post is constructed with the project support in the community watershed, then report it in one month either when it is started or finished (do not report in every month until it is finished, which will exaggerate the figures). *Take the XY coordinate of the new animal health post as described in Box 1 above.*

Activity 2.4.1; Existing animal health post upgraded: if the existing animal health post in the community watershed is upgraded or maintained, then report it and also indicate its XY coordinate.

Activity 2.4.2; Animal health post equipped with facilities: indicate the number, which is necessarily one (if it exists), if equipments are supplied to the health post (it can be for newly constructed or upgraded or simply existing one).

Activity 2.4.3; Animal vaccinated: indicate the number of all kinds of animals vaccinated during the reporting month. And also indicate the number of all kinds of animals treated for different diseases or parasites during the month in ***Activity 2.4.4***.

Output 2.5: Area covered with improved forage management and livestock feed development;

Indicate the sum of the area (in hectare) that is developed with different improved forage or livestock feed. One should be sure that the project's contribution or input for the forage or feed development process in terms of providing seed/seedlings/ cuttings/etc, training of farmers for improved technologies of forage or animal feed improvement.

Activity 2.5.0; Forage Seedlings Multiplication Sites Established: if forage multiplication center is established and located in the community watershed, then indicate the number of multiplication centers following the reporting format.

Similarly, all other activities immediately under ***output 2.5*** are to be reported according to the respective unit of measurement indicated in the monthly reporting format (Annex 2).

Output 2.6: Households Participated in the production of meat, milk, egg and honey

The figure in the reporting format at the output level will be the sum of all households who participated in the adoption and implementation of improved animal production practices;

- In fattening (both cattle and sheep & goats),
- Dairy management,
- Improved breeds of animals (dairy cow/heifer, sheep, poultry),
- Modern beekeeping, etc.

Activity 2.6.0; improved breeds of sheep distributed: Indicate the number of sheep (total of Ewes and Rams) distributed during the month in the community watershed. Once reported, do not repeat reporting in the subsequent months.

Activity 2.6.0; improved poultry distributed:Indicate the number of poultry distributed during the month in the community watershed. Once reported, do not repeat reporting in the subsequent months.

Other Activities that are believed to contribute to achieve this output are listed in the reporting format immediately below this output, each of them with separate unit of measurement. Therefore, these activities should also be reported when they are implemented.
The number of households who participated in these activities will also be reported separately as female and male participants in ***Activity 2.6.93 and 2.6.94***.

Outcome 3: Increased off farm and agricultural incomes

Output 3.1: Community Flourmills Established and Managed by the Community

This output indicates the number of community flourmills established with the project support. If the flourmill is established at the kebele center, then it can be reported in the community watershed where the kebele center is found.

Activity 3.1.0; New Community Flourmills Established: one flourmill is established in one community watershed (if it is given). Therefore, write figure one in that community watershed in the month where the flourmill is being established.

Activity 3.1.1; User group established and well function*:* establishment of user group is expected in the community watershed where flourmill is established. Since we have only one flourmill in one community watershed (if it is given from the project), the number of user group will be one. Therefore, write one in the reporting format in the month where communities established user group for their flourmill.

Activity 3.1.2; flourmill technicians trained: if communities needed technician and supported by the project for the training, indicate the number of technicians trained for that particular community watershed in the month where training has been given.

Other activities under this output are listed from 3.1.0 to 3.1.5 and to be reported as indicated in the reporting format.

Output 3.2: Households who adopted renewable energy innovations and fuel efficient technologies

Indicate the total number of households who adopted different renewable energy innovations and fuel saving technologies in the community watershed. That is, total number of households who are using different fuel or energy saving technologies like biogas plant, fuel efficient stoves, etc should be indicated as an output. But while reporting, care should be made not to repeat the number of those technology users in every month to avoid exaggeration.

Activity 3.2.0; Self-help groups established on production of fuel saving stoves: indicate how many self help groups like women groups or youth groups being organized in the community watershed in the month where organizing has been made. it is only the number of groups (not the number of members).

Activity 3.2.1; Fuel efficient stoves produced: here indicate the number of stoves produced by different groups of the community watershed in that particular reporting month.

Activity 3.2.1;Households adopted fuel efficient stoves: indicate the number of households who are using or start to use improved stoves in the community watershed.

Other activities under this output should continue to be reported in similar way.

Output 3.3: Self-help Groups Established and Functioning on Income Generating Activities

This output means the total number of different user or self help groups organized by the project and start operation or implementation of activities. These could be youth groups, women groups, landless groups, etcadded together organized with the project support in different income generating activities like beekeeping, weaving, fattening, dairying, poultry production, tannery and shoe making, bamboo making, forestry and seedling production etc. The output should not be the number of people in the groups, but the number of organized groups. That is, the sum of self help or user groups organized in different activities in that particular watershed.

The numbers of groups in different activities should be indicated separately as an activity listed in the reporting format immediately under this output. The total number of female and male participants in all types of organized groups should be reported on ***activity list 3.3.9 and 3.3.90.*** Here also attention should be given to avoid repeated reporting in every month the same groups or participants, which will lead to overstatement of the number of participants.
Some examples of activities in this output are;

Activity 3.3.0; Self-help groups organized in beekeeping: this means the number of organized groups (not number of organized member) in beekeeping in the community watershed.
Activity 3.3.1; Self-help groups organized in weaving: if there are community members organized in weaving, write the number of groups organized in the community watershed.

Similarly, continue in this way for other income generating activities mentioned until activity number 3.3.91 in the monthly reporting format.

Outcome 4: Enhanced Human and Capital Resources from Improved Access, water Supply and Economic/Social Infrastructure

Output 4.1: Improved potable water sources constructed

The output will indicate the total number of potable water sources constructed or developed with the project financial support. That means all potable water sources added together. These may include hand dug wells, hand pumps, springs developed or protected springs.

Individually the above mentioned water supply sources will be indicated as activities as outlined in the reporting format attached with this guideline
Activity 4.1.0; Hand dug wells or hand pumps constructed: here indicate the number of hand pumps constructed in the community watershed. It should be reported in the month where the water point being completed.

Activity 4.1.1; spring developed and protected: Indicate the number of springs developed or protected for drinking water purpose in the month where construction being completed.

Continue in similar way for other activities listed under this output. Toilet construction is also indicated as an activity (***activity 4.1.6***) under this output. This will be reported, if there is any form of project contribution in the form of training, material/ financial or any form of support in the construction process.

The number of committee members by gender and total beneficiaries of these water points will also be indicated in the monthly report. However, as explained above avoid repeated reporting.

Output 4.2: Renovation of Buildings and Provision of Furniture, Equipment and Materials for Primary Schools and Health Posts

The output will be the ***number of primary schools and health posts renovated, supplied with furniture, equipment and different materials*** that will help them enhance service delivery to the community or improving the quality of service delivery such as quality education and health care.

Activity 4.2.0; Primary schools renovated: indicate the number of primary schools renovated or maintained with the project support in the community watershed. It should be reported in the month where renovation being completed.

Activity 4.2.1; Primary schools supplied/equipped with furniture and equipment:
Indicate the number of primary schools in the community watershed supplied with furniture and equipment. It should be clear that, if one primary school is given furniture more than once or in different years and if we report is again, it will exaggerate the number of schools available in the watersheds.

It should continue for health posts (renovation and supply) in a similar way as we did for primary schools.

Output 4.3: Access Roads Constructed

This output is to mean the total length or kilo meter of access roads and internal access paths newly constructed /upgraded (*Activity 4.3.0 and 4.3.1 added together*) by the community with project support.

Individual new constructions and maintenance activities will be reported in detail according to the lists in the reporting format (***Activities 4.3.0 up to 4.3.6***).

5. Capacity Building Interventions

These project supported activities are woreda level interventions, which cannot be reported in any one single community watershed or kebele. Such activities have to be entered into the database at woreda level. These activities include woreda level trainings (woreda expert, DA, Vet technicians, etc), exposure visits (woreda staff, DAs, community members, etc) as listed in the reporting format.

After the woredas check for its consistency and quality, monthly reports and community watershed annual plans will be entered into the database for each community watershed separately.
It indicates;

- Monthly achievements; Physical & Finance(financial information to be filled by the woreda),
- Community labor and in kind contribution,
- Total community monetary contribution

As explained above, labor to be monetized based on the standard Norm, that is, the number of people supposed to be used to accomplish an activity within a given area (not by counting the total Number of people participated and multiplying by daily wage rate. This will avoid exaggeration or overstatement of public contributions. Material to be monetized based on local market price for each material item used in the activity.

This is the basis for entering data into the database to produce different level & period reports; that is, Monthly, Quarterly, Yearly and Project period at different levels (output/outcome level, CWT, Woreda, sub-watershed, Zone, Region …)

C. Woreda Level Reporting Formats and Reporting Frequency

- These are reports generated after entering data from kebele monthly reports,
- The reporting frequency will be on monthly bases to RPCU by email or if no internet connection, the report must be sent by CD. This system will be used until the web based system start to function. When the web based system starts, it is only keeping the time table to enter data at the end of every month.
- Data entry and management will be done by the database expert of the NR expert in the woreda or an expert assigned by the woreda for the purpose on permanent basis,
- After the data entered into the database on community watershed level, it is up to the computer and querying to the interest to generate different level & period reports; Monthly, Quarterly, Yearly and Project period at different levels (output/outcome level, by CWT, by kebele, by Woreda, sub-watershed, Zone, Region levels)
- The quarterly and annual reports have "Report Footers" which indicate justifications for any deviation, main constraints and lessons learned. We have to write such narrations at the time of data entry.
- The data management personnel is expected to use the data quality assessment checklists and guideline for checking the quality of individual activities done and the quality of the data itself before entering the data,

The data entry and report generating ***interface*** of the project database is indicated here in the following figure. The detail procedures and steps to be followed for data entry (planning and achievement), is indicated in the next chapter of the "***User Manual***".

VII. User Manual for Tana Beles MIS

1. Introduction

A management information system (MIS) is 'an integrated user-machine system for providing information to support operations, management and decision making functions in an organization. The system utilizes computers, manual procedures, planning, control and decision making, and a database. It is an important input at every level in the organization for decision making, planning, organizing, implementing, and monitoring and controlling.

The Tana Beles MIS, from the management, monitoring and evaluation point of view, is expected to have all the necessary information in the area of watershed development activity. Specifically the system objectives are:-

- To collect information related to all planning and implementation of activities in all community watersheds
- To exchange monthly, quarterly and yearly achievement report.

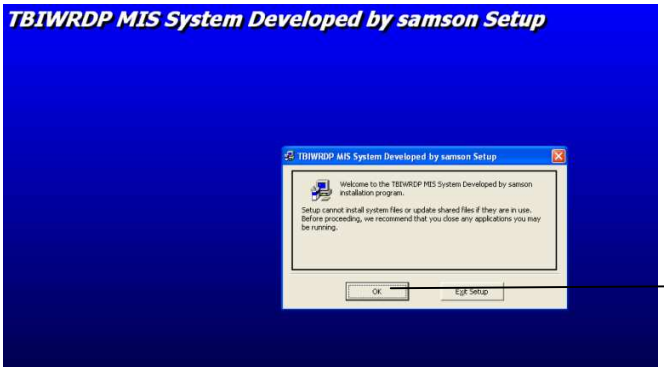
To run the MIS system, four information units are identified in the entire system. These are CWS team, DA /Community Facilitators, WWT and RPCU. There position and responsibility is defined as follows.

- Community Watershed Team /CWT/:- this unit is the source of information both for planning and achievement of activities. The unit collects weekly data and they are responsible for data quality at Community Watershed level.
- DA /Community Facilitators:- this unit is responsible to collect the weekly data from each CWT and aggregate the data in to monthly. The unity is responsible for data quality at CWS level. The unit is also responsible to transfer its monthly report for WWT team. Both in CWT and DA level the data collection is based on paper format. A clear reporting format for these two units is prepared and delivered WWT at woreda level.
- WWT:- this unit is responsible for monthly data quality at Woreda level and for data entry. The automated data entry is stared at this level.
- RPCU:- this unit is responsible for the safe data exchange between different units and for data quality at project level. At this level, the data quality check will be quarterly. The M&E expert in RPCU level able to collect data by CD from all woreda and update the regional database and provide report for different stakeholders.

2. System Installation

The MIS system developed using MS Access as a database, Crystal report8 as a report designer and Visual studio 6 as a programming language. To start the system insert the CD in your computer and follow the following installation steps.

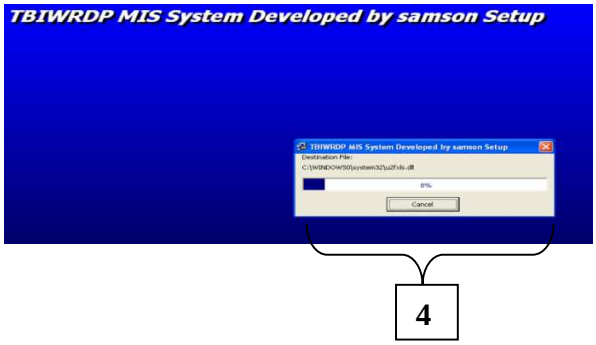
1. Insert the CD the below installation window will appear on your computer. Click Ok



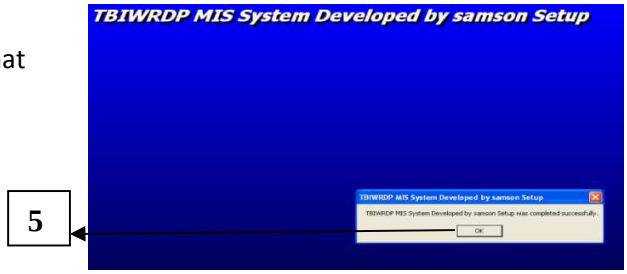
2. Click the big Install button

3. Click continue button

4. Wait until the progress bar finish the installation process



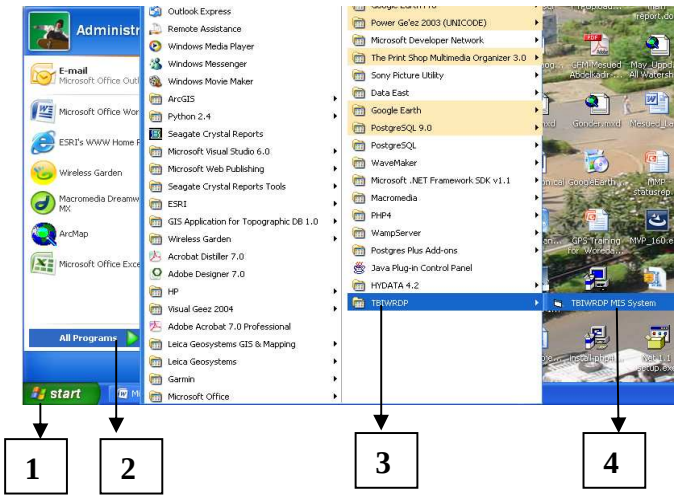
5. When the installation process finished, the message that shows successfully finished. Click Ok



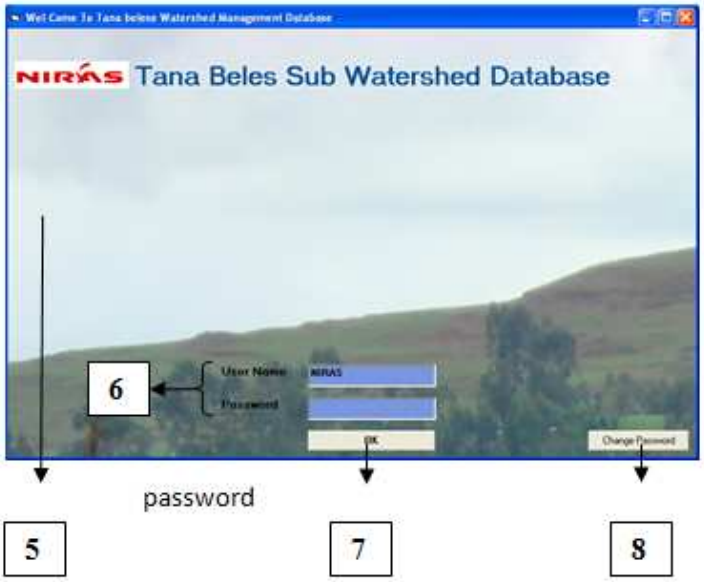
6. Copy the Folder called NIRAS from the CD and paste to your C:\ Drive
7. N.B if you are using different activity list, output, outcome and different community watershed list open the Microsoft Access database table from C:\NIRAS\MISData\WME_Database2003.mdb. Open the Indicator and CWS_Data table and remove/ Delete/ the available data or add new data.

At this stage the installation of system on your computer is successful. The next step is to start your application

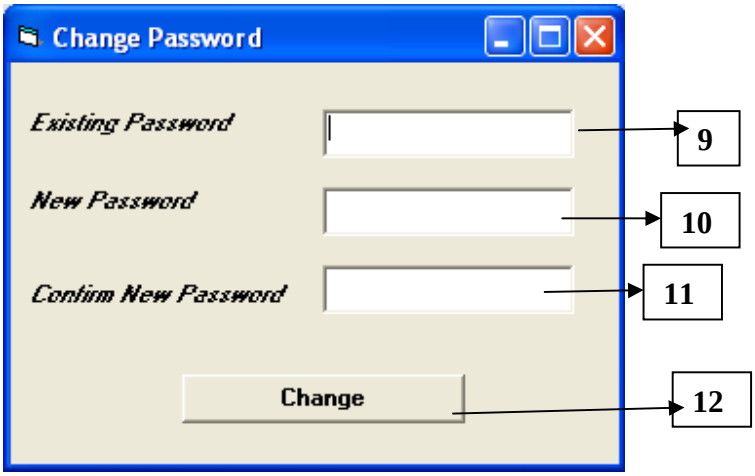
3. Application Use



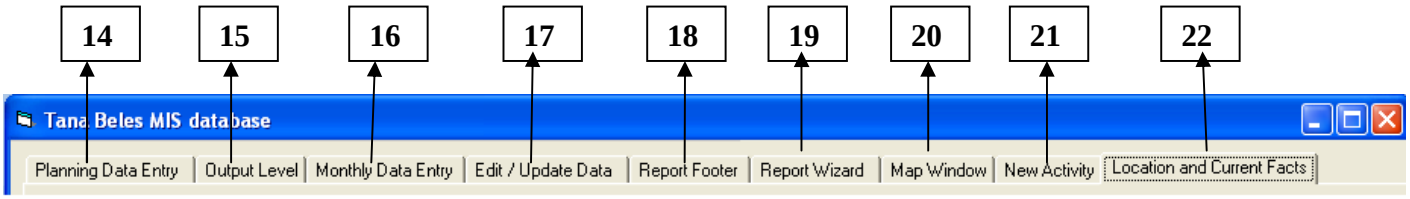
1. Click Start
2. Click All Programs
3. Point to TBIWRDP
4. Click on TBIWRDP MIS System.



5. The welcome window appears,
6. Enter the appropriate Username and Password and
7. click Ok
8. If you want to change the password click on change password button
9. Enter the existing password
10. Enter the new password
11. Confirm the new password by entering the new password
12. Click change. The old password automatically changed by the new



5. The geographic location and current condition of the project area window appear. From this window you can get other eight windows that perform different tasks.

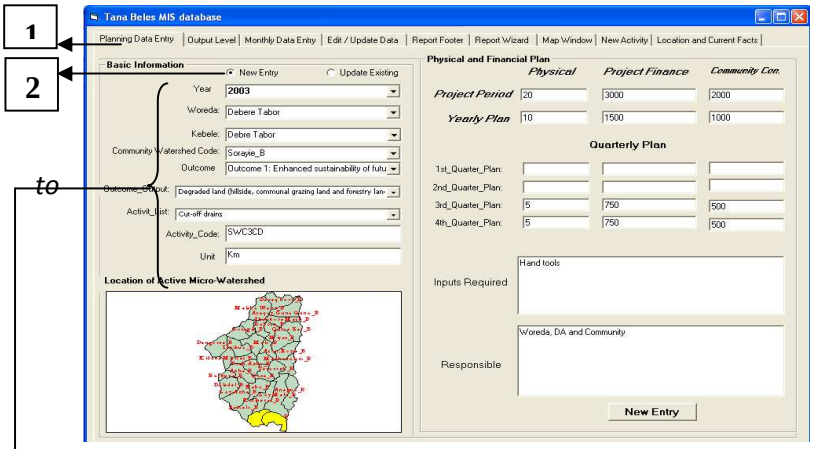


6. Planning window:- use to enter new or update project time, yearly and quarterly plan of each community watershed.
7. Output level Indicators:- use to enter project time and yearly output level planning and also to enter quarterly achievement of each community watershed.
8. Monthly Data Entry window:- uses to enter monthly activities of each community watersheds.
9. Monthly Data Editing window:- uses to edit or update monthly data of each community watershed.
10. Report footer window:- uses to enter narrative report as a footer on the main report.
11. Report wizard:- uses to generate report in different time and level.
12. Map display window:- uses to display GIS files.

13. New Activity window:- uses to add new activities in the community watershed.
14. Location & Current Facts:- shows the region and project woreda maps and photos that shows the present status of the watershed area.

Application of each window

3.1 Planning Data Entry



1. Click on Planning Data Entry Tab, the planning data entry interface will appear.

On this window you have two options one enter new planning data and the second to edit or update the existing planning data. The button on the bottom of the window changes from "New Entry" to "Update" as you shift from "New Entry" to "Update Existing"

2. For new data entry, click "New Entry"

In All data entry and update format, there are two columns. These are **Basic Information** and **Data entry** column. The basic information column allows user to select from the combo box /from the available information in the database/ whereas the data entry column allows user to enter new data and to change the displayed data in case of data update.

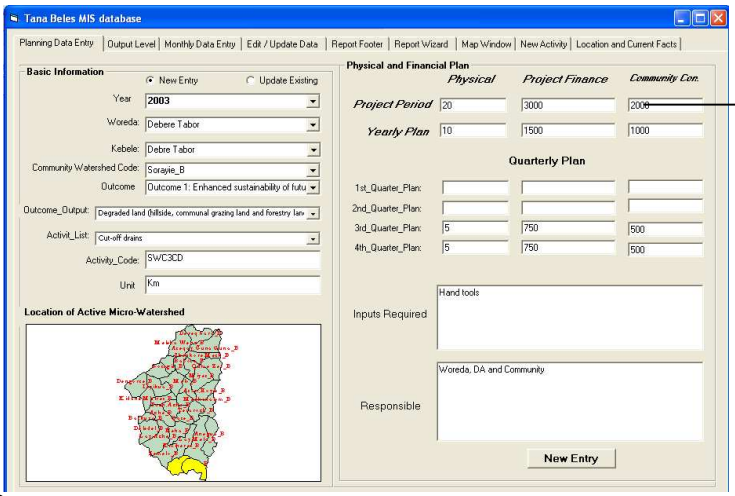
In all format the data entry format use to enter data for one specific activity at once. If enter data, then change the activity list. Do until you finish the activity list and change the output and continue to select the activity list. If you finish again change the outcome and follow the same steps. Finally change the community watershed name and follow the steps. As you change the CWS name the map window shows the location by yellow color.

- Time /year/
- Community watershed code/name/
- Outcome level indicator
- Output level indicator
- Activities
- Kebele

→ Select the basic information from the combo box

Activity code and unit will be given automatically by the system as you enter the activity list

Start entering Planning data



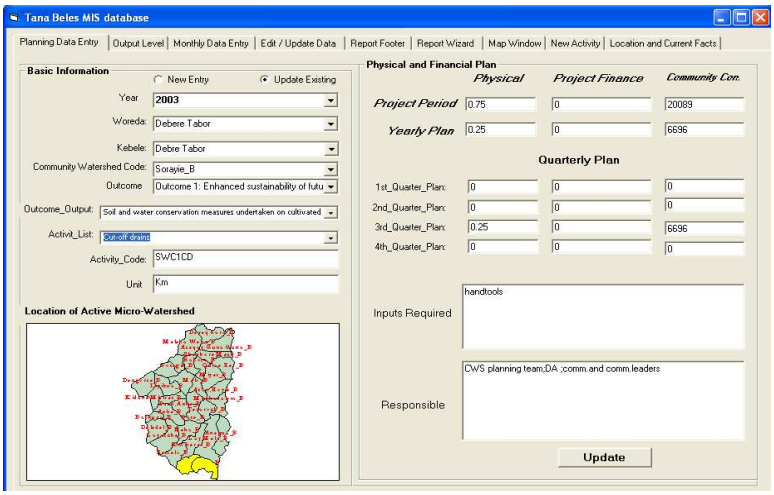
3.

4. Project time /Long period/ plan: Physical, Project Finance support and Community Contribution plan
5. Yearly plan:- Physical , Project Finance support and Community Contribution plan
6. Quarterly planning data:- Physical, Project Finance support and Community Contribution plan

8

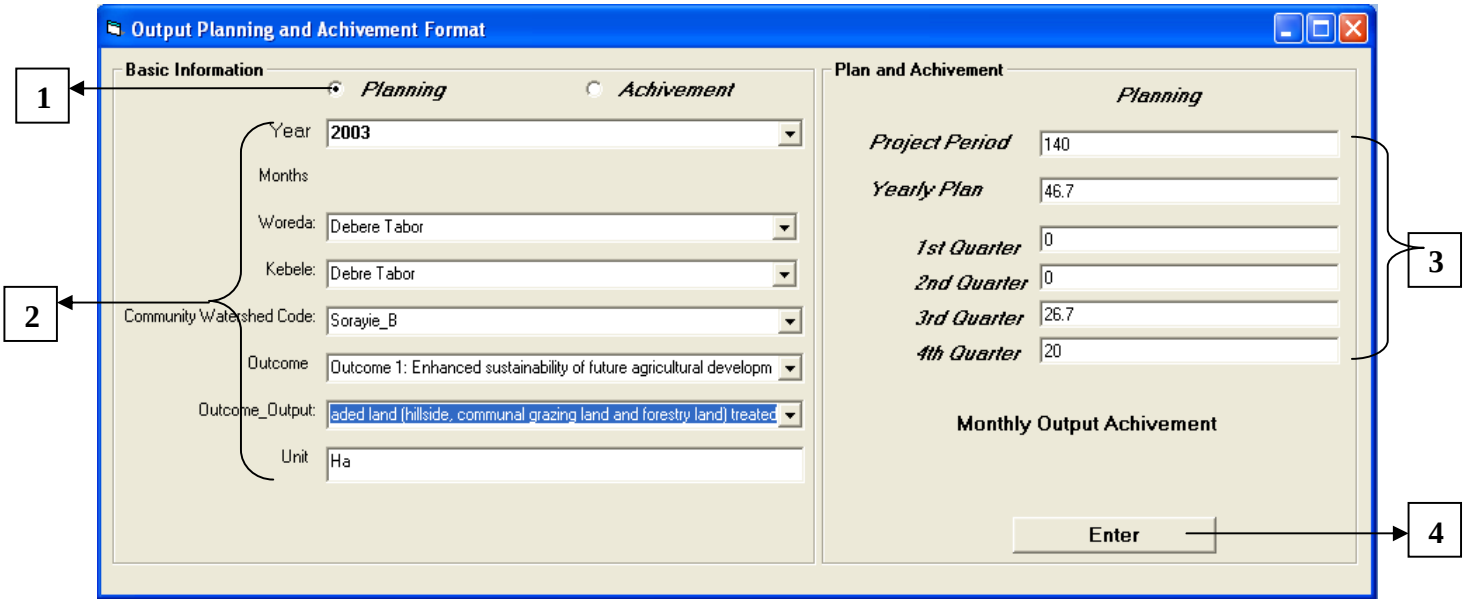
7. Input Required to perform this specific task
8. Responsible units for the task. /you can put different responsible units by using comma between units/
9. Click “New Entry” button

In case of update, when you fill up the “Basic Information” Block the selected activity planning data will be displayed on the corresponding time. Your tasks are to change/update/ the old data by the new one and click the “Update” button.



10. Click “Update Existing” option
11. Fill the basic information and select the activity list to edit then the activity code, the unity and all data attached to this activity will display automatically. After selecting the activity list if the activity code and the unit text is empty, there is no such activity for edit. So recheck your activity list.
12. Correct wrong data, by changing the figure or the text.
13. Click the “Update” button

3.2 Output Level Data Entry



The Output Planning and Achievement format helps to enter output level Planning and Achievement data.

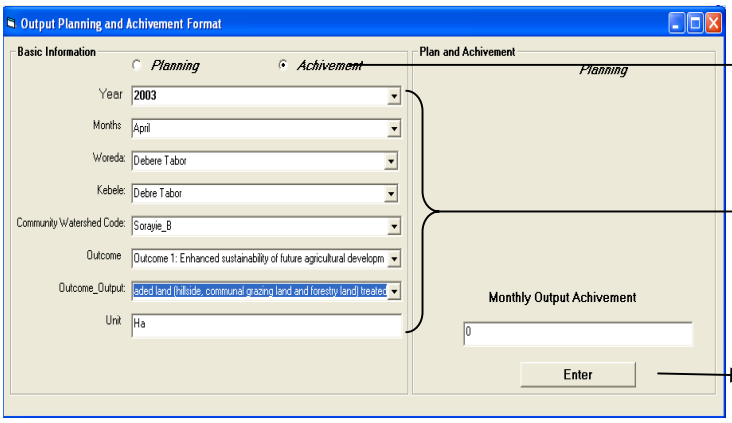
The format combined the planning and Achievement data entry. Unlike other format this format combined the new entry and update. This means you can use this format for new data entry and for updating the existing data.

3.2.1 Output Level Planning

1. Select planning option. Month and Monthly Output Achievement text box automatically hide themselves.
2. Enter /select/ the basic information.
3. Enter the project period/ long term/, yearly and quarterly physical plan. The financial information is handled form the activities so here no need of entering financial information for output.
4. Click “Enter” button

N.B for updating the planning data follow the same procedures /follow step one to four/

3.2.2 Output level Achievement

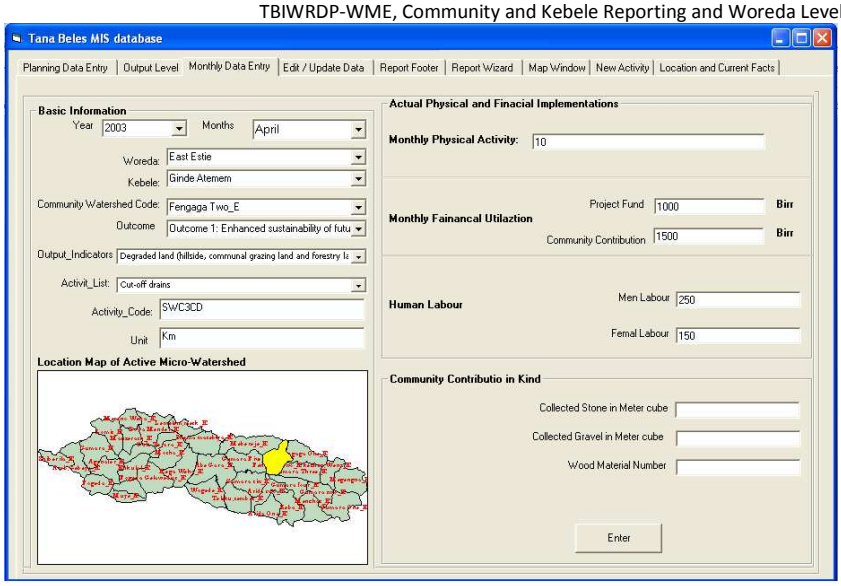


1. Select vement option. The planning format in the right side hides itself automatically.
2. Fill /select the nformation
3. Enter the achievement figure
4. Click “Enter” button

N.B follow the same steps for updating achievements data

3.3 Monthly Data Entry

1. Click on Monthly Data Entry Tab
2. Fill /select/ the basic data



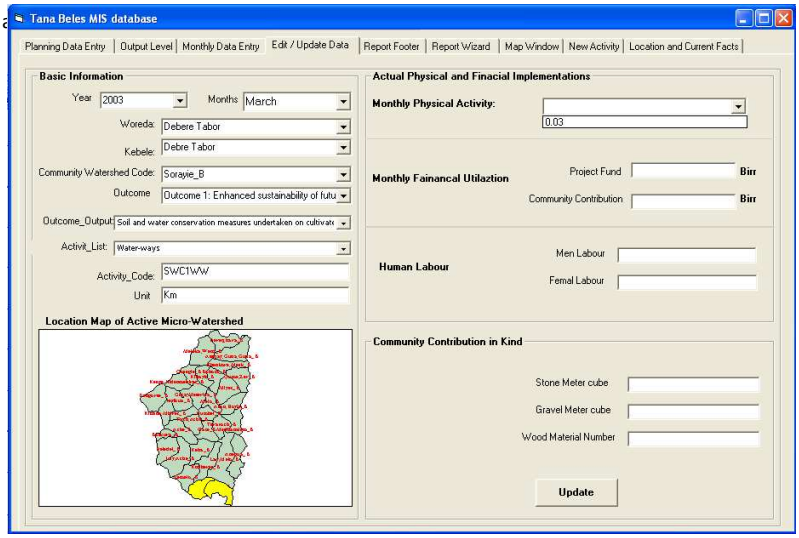
3. Enter the monthly physical activity achievement data.
4. Enter the project and community contribution /labor contribution in monetary value/
5. Enter male and female labor participated for this specific activity.
6. Enter the material collected for this activity
7. Click “Enter” Button

The monthly achievement for this specific activity in specific community watershed is saved in to the database as you click the “Enter” button. To enter the next activity data simply change the activity list until you finish the activity list. If you finish the activity list change the output and continue to select the activity list under the new output. When you finish list of activities in the listed output, change the outcome and continue to select the output and activity list. If you entered all list of outcome, change the community watershed name and follow the same steps as above.

3.4 Monthly Data Update

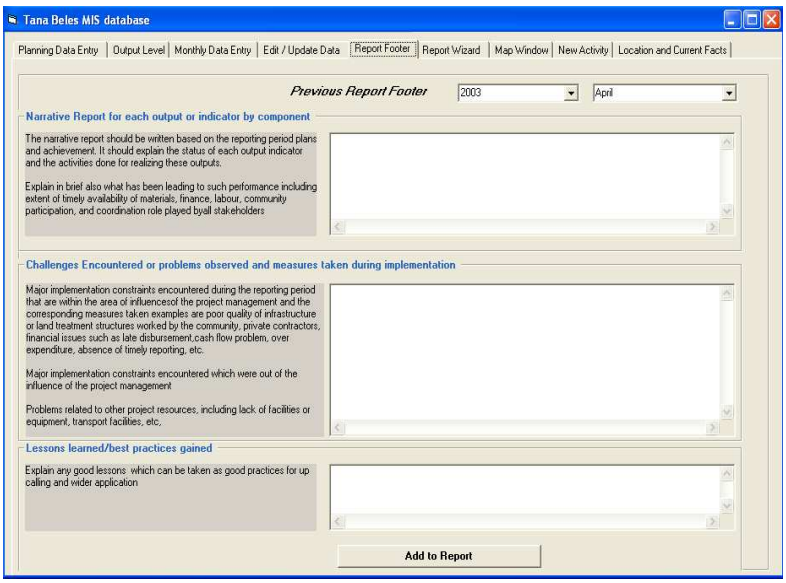
The layout of the monthly data update format is the same to the monthly achievement format the only difference is, when you select the activity list the data attached to this activity will display for you. When you select the activity list, if the activity code and unity not displayed, you can be sure that there is no such activity in the database in the specified time and community watershed.

1. Click on “Edit /Update data” tab
2. Fill /select the basic information



3. If the activity code and unit displayed click the combo box arrow to view the data and click on the available data. The rest of the data will display for you.
4. Change the incorrect data
5. Click “Update” button

<u>N.B. if you enter new data without opening the combo box the system will add duplicate data for the selected activity.</u>



3.5 Report Footer

This window helps to write some descriptive information about the achievements. Such as narrative information about the implementation, challenge encountered and lessons or best practice for scale up.

1. To open the report footer window click on the “Report Footer” tab.
2. Select the year
3. Select Months
4. Write narrative information by reading the level
5. Write challenge encounter
6. Write lessons
7. Click “Add to Report” button. The narrative information will display under your report.

N.B. This window must be used always before generating any report b/c it helps to add narrative information for the report as report footer.

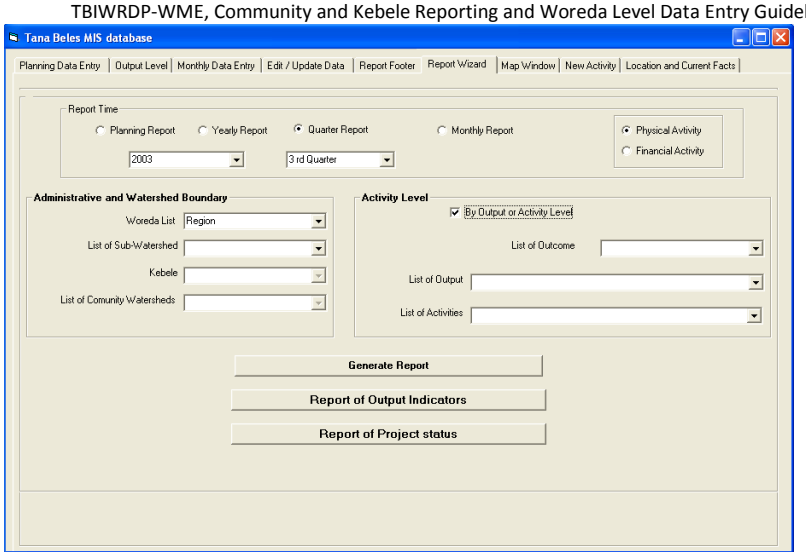
3.6 Report Wizard

This window has different options to generate different level of reports. Such as yearly planning report from Community watershed up to region level and it also generate yearly, quarterly and monthly report for achievements. The window also uses to generate specific outcome, output or activity achievements. All the reports, except the monthly report, has two options /physical or financial/.

1. To open the report wizard clicks on “Report Wizard” button.

3.6.1 To generate planning report

2. Click on “Planning Report” option
3. Select “physical Activity” for physical planning or “Financial Activity” for financial planning report.
4. Select the year



5. In Administrative and watershed boundary frame select region, zone or woreda based on your report level. If you want to go down in to kebele or community watershed level fill the woreda, sub watershed, kebele and community watershed level

6. If you want to generate specific outcome or output click on “By output or Activity Level” check box 3 combo box will display for you. Then select the outcome or output of your interest. If you want to have all activity reports jump this step and go to the seventh step.

7. Click “Generate report” button, to generate report that meets the selected information i.e time, administrative boundary, outcome, output and etc information.

3.6.2 To generate Yearly Achievement report

8. Click on “Yearly Report” option and follow step 3 to step 7.

3.6.3 To generate Quarterly Achievement report

9. Click on “Quarter Report” option

10. Select time from the list of quarters and follow step 3 to step 7.

3.6.4 To generate Monthly Achievement report

11. Click on “Monthly Report” option and follow step 4 to step 7.

3.6.5 To generate Report of Output Indicators

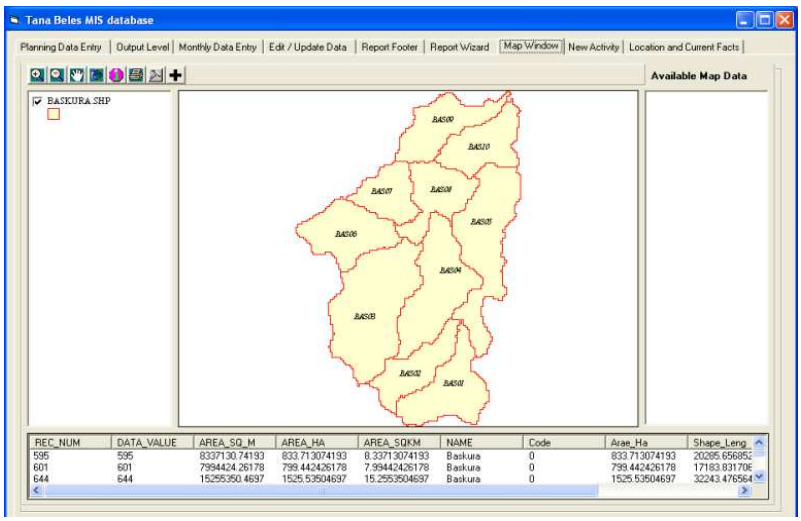
12. Click on “Report of Output Indicators” button

3.6.6 To generate Report of Project Status

13. Click on “Report of Project Status” button

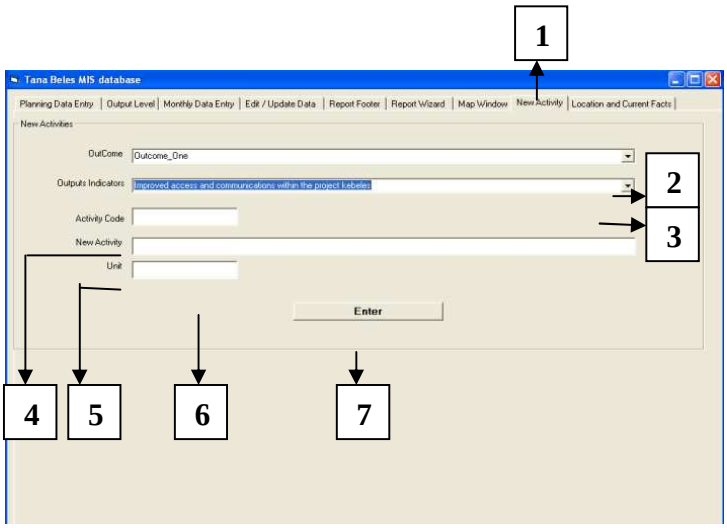
3.7 Map Window

This window uses to display maps such as community watersheds map, activities from GPS collection. This window has a GIS embedded capability. You can zoom in, zoom out, pan, Identify and add map layer functions. The table under the map display shows the back ground table information about the active map.



1. To open the Map window click on “Map Window” button.
2. To add maps on the map window click “Add Layers” button. The open dialog box will appear, then select the name of the layer.
3. To zoom in click “Zoom in button” and drag /draw a rectangle/ in the area of your interest.
4. To zoom out click “Zoom out” button, the map display reduces its extent.
5. To Pan /Move/ the map click “Pan” button and press mouse down and drag the map.
6. For full extent click “Full extent” button. The map extent will change to its full extent /this is after zoom in, otherwise the default extent of the map is full extent/
7. To identify the content of the selected map click “Identify” button and select part of the map. Small window display the information about the selected part of the map.
8. To save the map as image Click “Print” button. The save as dialog box will open, then give file name and save it.

3.8 To Add New Activity



1.To open this window click on "New Activity" tab

This window helps to add new activity list which is not in the activity list box. To add new activity first you should now under which outcome and output this activity will belongs.

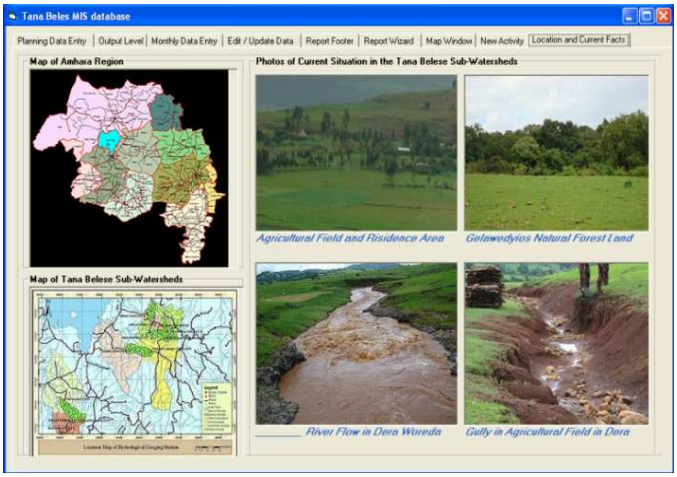
2. Then select the outcome

3. Select output

4. Write code for the activity. The code inherits /takes/ the first three or four alphabets "Code" from outcome and output, therefore look one of the activity code in the same outcome and output and change only the last two alphabets for the new activity.

5. Type the name of new activity
6. Type the unit for the new activity
7. Click "Enter" button. The new activity automatically added to the activity list box.

3.9 Location and Current facts



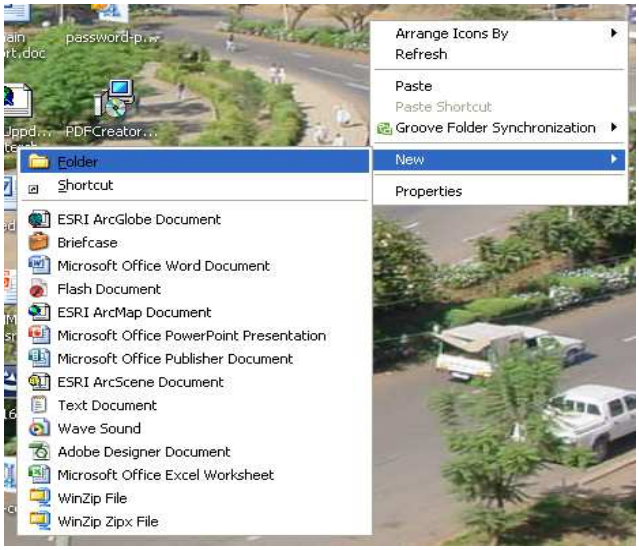
1. To open this window click on "Location and current Fact" tab

This window shows the administrative boundary of Amhara region, the geographic location of the Tana Beles sub watersheds. The window also shows photos of the current situation with the sub watersheds.

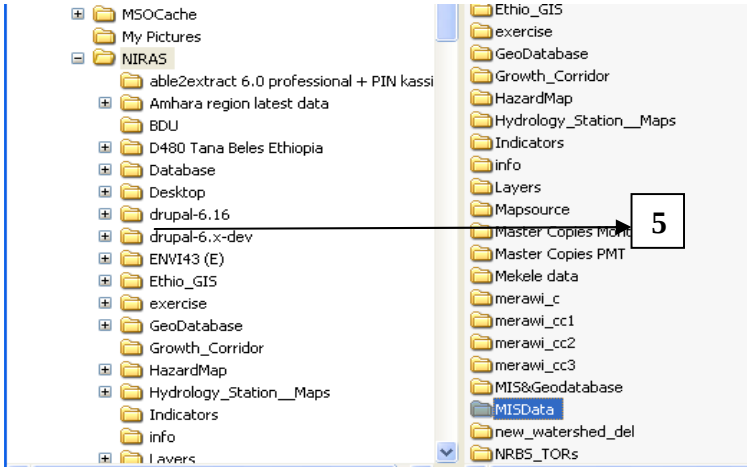
4. Collecting data from Woreda by CD

4.1 Copying to descktop

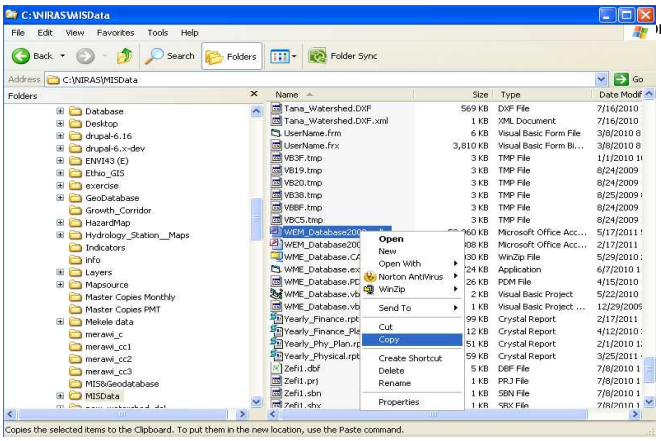
1. Wright click on the desktop
2. Click on New
3. Click on Folder



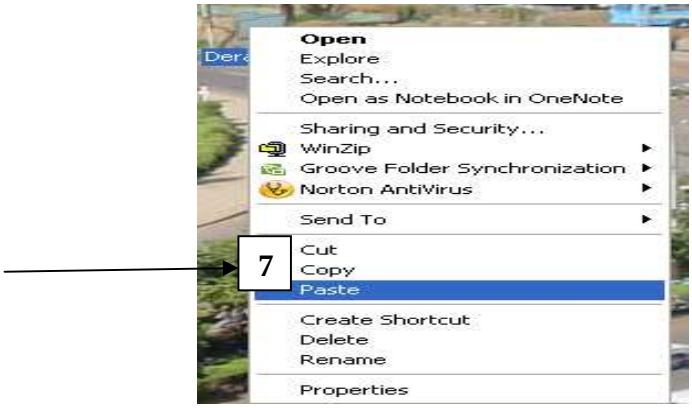
4. Rename the new folder name with the woreda name and Underscore the Month



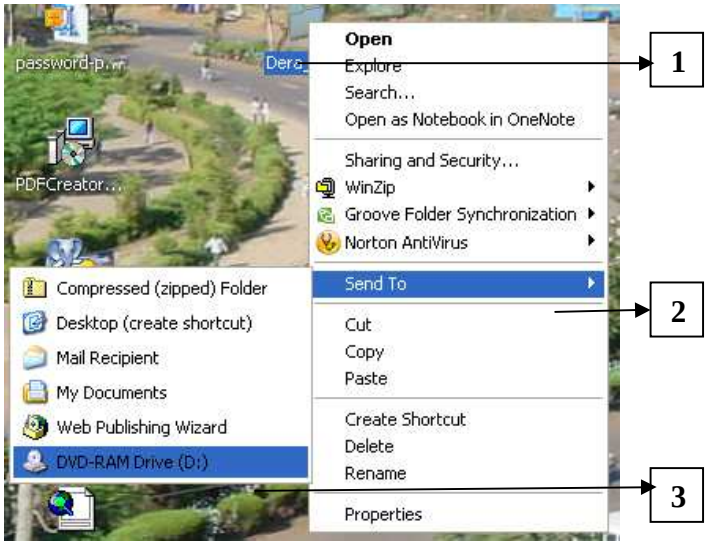
5. Open the Explorer window and search the folder called “NIRAS” and search the folder called “MISData” under NIRAS



6. Search the MS Access file called “WME_Database.mdb” and right click on the file
7. Click on “Copy” and go to the desktop.
8. Search the newly created folder and right mouse click on the folder and click paste.



4.1 Copying to Desktop

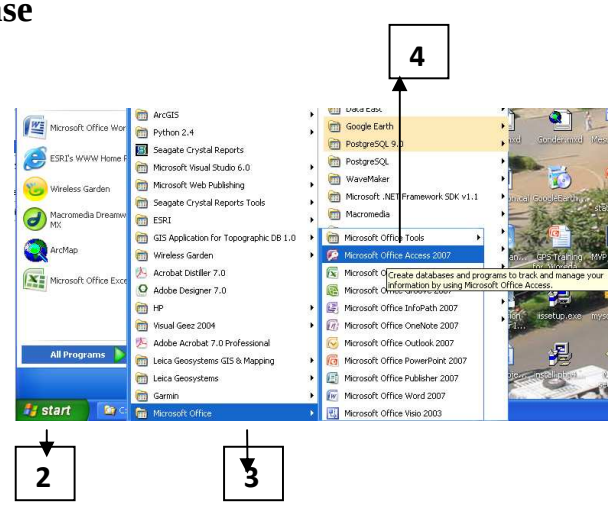


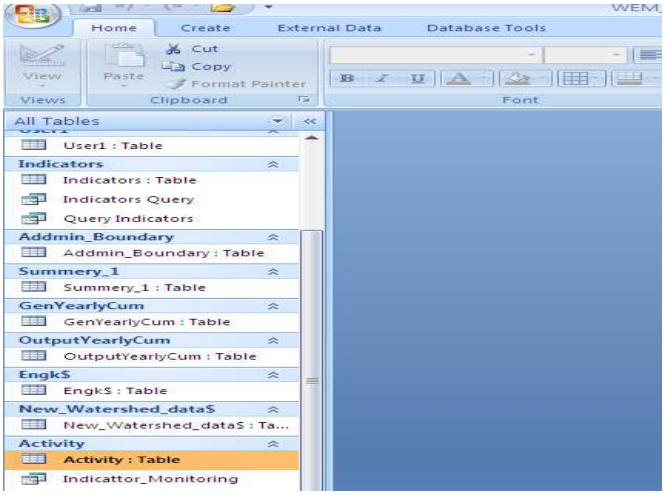
1. Search the newly created folder and right mouse click on the folder
2. Click on Send to
3. Click on CD Drive

N.B Do for all woreda in the same way and collect all the data on one CD.

5. Updating Regional Database

1. Insert the collected CD from woreda
2. Click Start
3. Click Microsoft Office
4. Click Microsoft Office Access

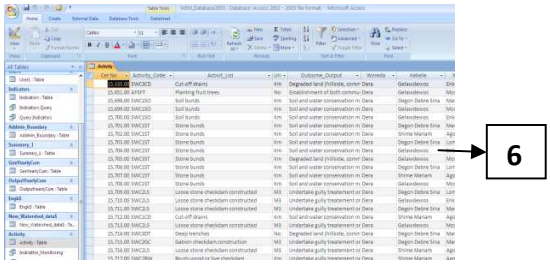


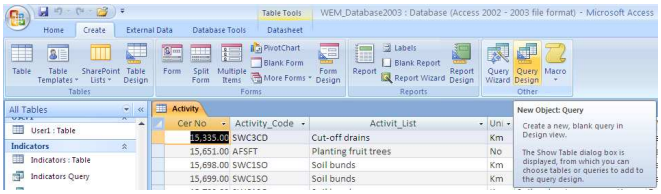


Microsoft Access Database will open to you

5. Double click Activity table to open the database

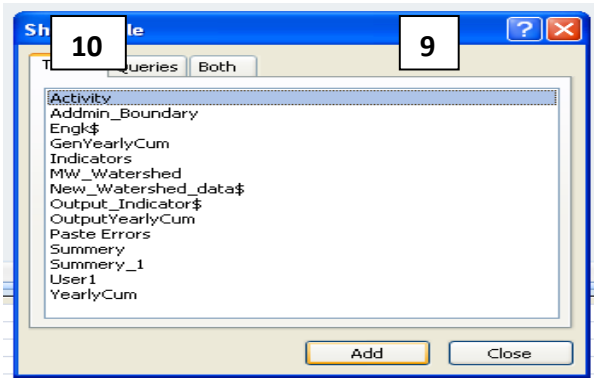
6. The activity Table looks like this

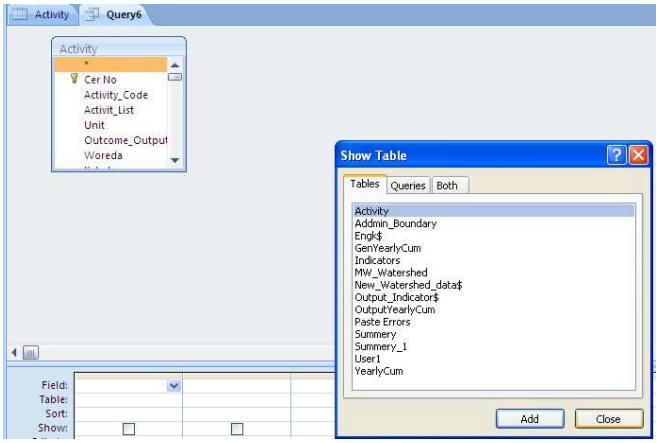




7. Click on create in Office 2007 or click Query in 2003

8. Click query design





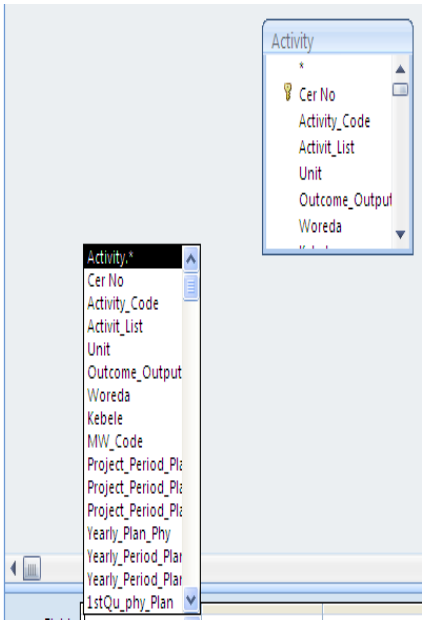
9. The Show Table wizard will open

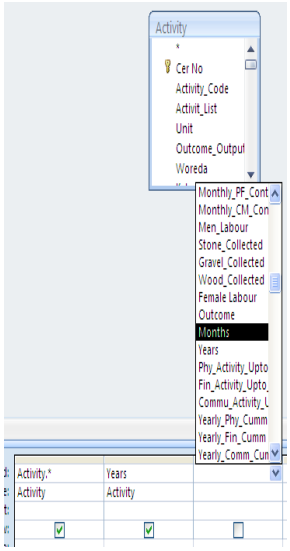
10. Select Activity

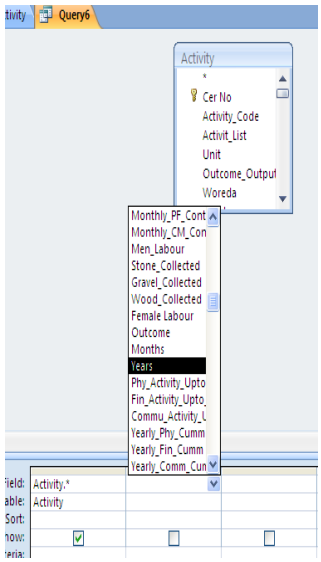
11. Click Add Button

12. The activity table is added on the window

13. Close the show table by clicking Close





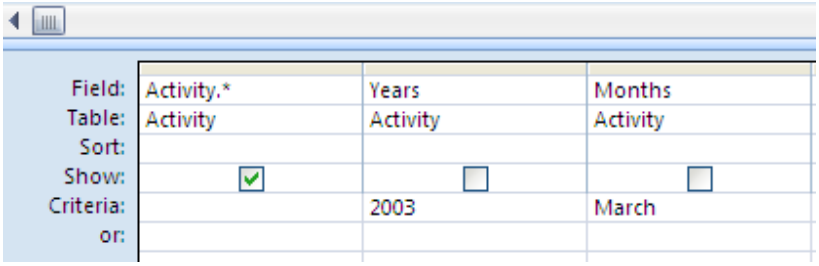


14. Click on the arrow in the first cell

15. Select Activity.*

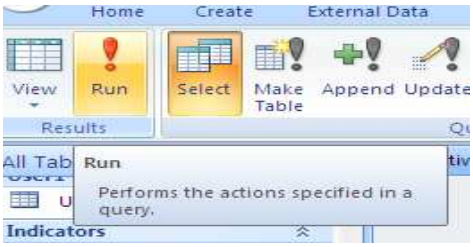
16. Select the second cell and select Years from list

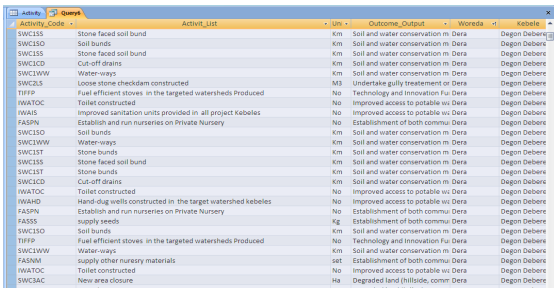
17. Select the third cell and select Months from list



18. Remove the tick mark from Years and Months field /it is already in the Activity.*/

19. Run the query

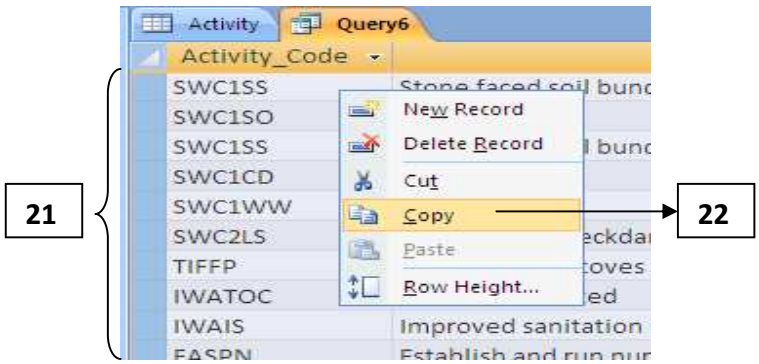




20. All records fulfill the criteria will display

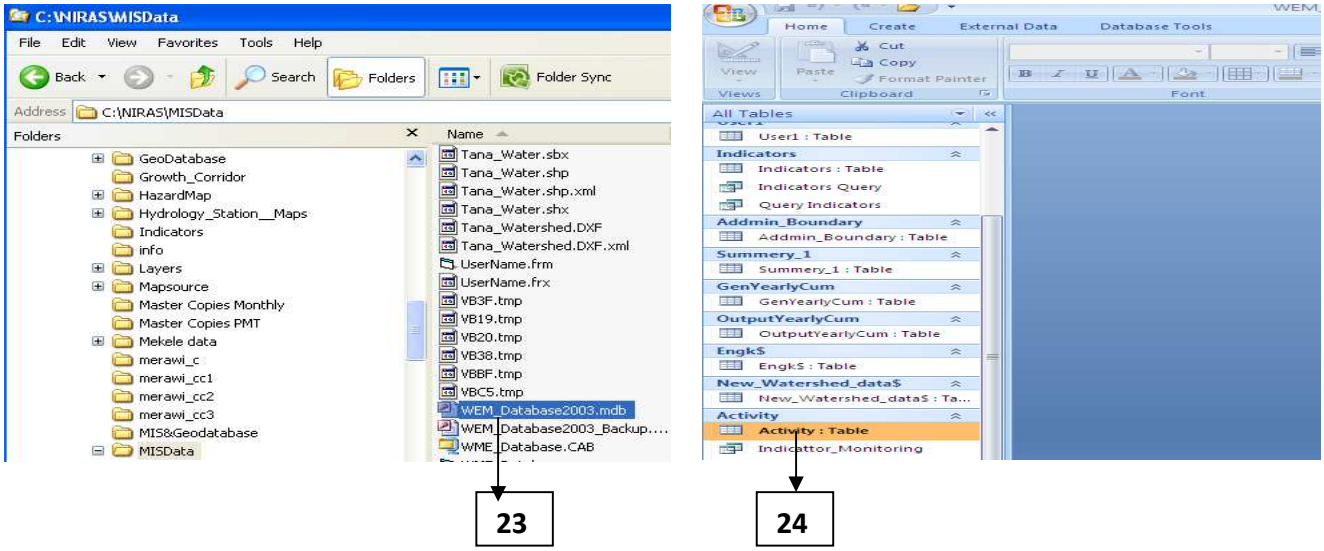
21. Select all records by holding shift key

22. Copy the selected rows



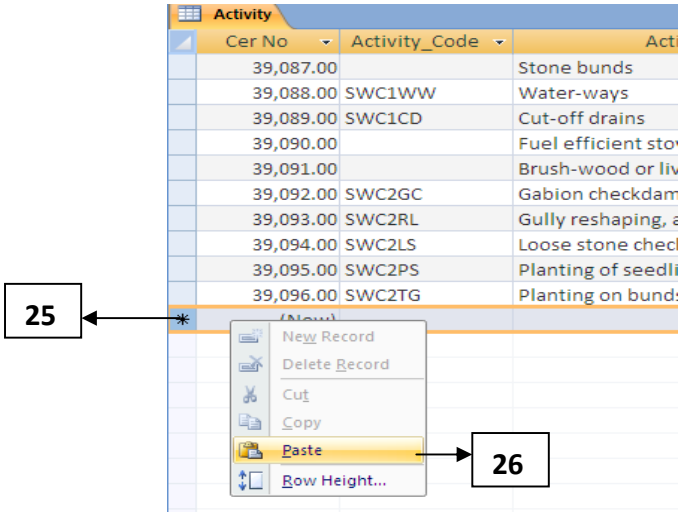
23. Open the regional database from C:\NIRAS\MISData\WEM_Database2003.mdb

24. Double click on Activity Table



25. Scroll down up to the last record /until you get the * mark

26. Past the record on the new record line



N.B Follow the same step for all Woreda data

Annex 1

ጣና በለስ የተቀናጀ ተፋሰስ ልማት ፕሮጀክት /Tana Beles Integrated Watershed Development Project

የማህበረሰብ ተፋሰስ ልማት ኮሚቴ ሣምንታዊ የሪፖርት ማቅረቢያ ቅጽ/Community Watershed Team Weekly Reporting Forrmat

የማህበረሰብ ተፋሰስ ሥም /Name of CWT----------

ሪፖርት የቀረበበት ወር/Month----------

ሪፖርት የቀረበበት ሣምንት/Week----------(1ኛ 2ኛ 3ኛ 4ኛ በሚል ይጻፍ)/write as 1st, 2nd, 3rd and 4th)

ተቁ	የሥራው ዓይነት	መለኪያ	በሣምንቱ የተሠራ የሥራ መጠን	በሥራው የተሣተፈ			የቀረበ የአካባቢ ቁሣቁስ መጠን			
				ወንድ	ሴት	ድምር	ድንጋይ	እንጨት	አሸዋ	ሌላ
Sno	**List of Activities by Output**	**Unit**	**Quantity done During the Week**	**No of People**			**Local Material**			
				M	**F**	**Total**	**stone**	**wood**		**other**
1	በእርሻ መሬት ላይ የተሰሩ ሥራዎች/Activities done on Farm land	ha								
1.1	Soil Bund	km	X	X	X	X				
2	በግሦሽ በወልና በተጎዳ መሬት ላይ የተሰሩ ሥራዎች	ha								
2.1	Stone faced soil bund	km								
2.2	Trench	No	X	X	X	X				
3	Activities done on gully affected area	ha								
3.1	Gabion checkdam	M3								
			X	X	X	X				
4	Improved breeds distributed									
	(to be mentioned by type of breeds)	No	X	X	X	X				
5	water points constructed									
	(mention by type of water source)	No	X	X	X	X				

Annex 2:

Tana Beles Integrated Watershed Development Project

Monthly Reporting Format

Woreda----------subwatershed----------Kebele----------community watershed----------

Reporting period----------

Planned outputs and Activities	unit	Plan for the project period		Plan for the Quarter		Monthly Achiev't		Community inkind Contribution							XY Coordinate of the output/Acti
		physical	Finance	physical	Finance	physical	Finance	labor		stone	gravel	wood	others	total contrn in monetory value	
								M	F						
Outcome 1: Natural Resources Development															
Output 1. 1 Community Based Participatory Watershed Development Plans (CBPWDP) and Annual Action Plans prepared	No														
1.1.0 Community Watershed plans prepared	No														
1.1.1 Community Action plans prepared	No														
1.1.2 Female farmers trained on watershed planning & CAP preparation	No														
1.1.3 Male farmers trained on watershed planning & CAP preparation	No														
Output 1.2 Soil and water conservation measures undertaken on cultivated lands	ha														
1.2.0 Stone bunds	km														
1.2.1 Soil bunds	km														
1.2.2 Stone faced soil bund	km														
1.2.3 Fanya-juu	km														
1.2.4 Bench Terrace	km														
1.2.5 Trenches	No														
1.2.6 Water-ways	km														
1.2.7 Cut-off drains	km														
1.2.8 Maintenance of Bunds	km														
1.2.9 Waterways/cut-off drain maintenance	Km														
Others (Specify)															

Output 1.3 Gully Treatement and Rehabilitation	ha														
1.3.0 Gabion checkdam constructed	M^3														
1.3.1 Stone checkdam constructed	M^3														
1.3.2 Sack checkdam constructed	M^3														
1.3.3 Brush-wood checkdam constructed	M														
1.3.4 Gully reshaping and levelling	M^2														
1.3.5 Gully Planting	ha														
1.3.6 Checkdam Maintenance	M^3														
1.3.7 Brush-wood checkdam maintenance	M														
1.3.8 Replanting	No														
Others (Specify)															
Output 1.4 Degraded land (hillside, grazing and forestry land…….) treated	ha														
1.4.0 Area closure	ha														
1.4.1 Hillside terracing	km														
1.4.2 Trenches	No														
1.4.3 Microbasin	No														
1.4.4 Eyebrow basin	No														
1.4.5 Stone faced soil bund	km														
1.4.6 Waterways	km														
1.4.7 Cut-off drains	km														
1.4.8 Maintenance of Bunds	km														
1.4.9 Waterways/cut-off drain maintenance	km														
Others (Specify)															
Output 1.5 Existing natural and planted community forests protected and sustainably managed	Ha														
1.5.0 Existing forest conserved by the community	ha														
1.5.1 Develop laws to protect and wise use of existing forest	No														
others (specify)															

Output 1.6 New area planted by community forestry and agro-forestry systems to stabilise landscape and produce fuel w ood and timber	ha														
1.6.0 Establish Group Nuresry	No														
1.6.1 Run Group Nursery	No														
1.6.2 Establish Project Nuresry	No														
1.6.3 Run project Nuresry	No														
1.6.4 Seeds supplied to nurseries	Kg														
1.6.5 Supply Polythen Tube	Qt														
1.6.6 Supply other nuresry materials	set														
1.6.7 Seedlings raised on private nursery	No														
1.6.8 seedlings raised on group nursery	No														
1.6.9 seedlings raised on project nursery	No														
1.6.90 Fruit seedlings raised	No														
1.6.91 Planting seedlings on communal/closed areas	ha														
1.6.92 Planting seedlings on backyard	ha														
1.6.93 Planting seedlings on w ood lots,	ha														
1.6.94 Allay croping	ha														
1.6.95 Roadside planting	km														
1.6.96 Enrichment planting	No														
1.6.97 Planting fruit trees	no														
1.6.98 Planting on Bunds	km														
1.6.99 Demonstration sites conducted on multi purpose bamoboo	No														
Others (Specify)															

Outcome 2: Increased crop productivity, production and marketing of agricultural produce and improved pasture management, livestock productivity and veterinary services															
Output 2.1 Demonstration sites for improved cropping practices & systems established	No														
2.1.0 On improved cropping practices	No														
2.1.1. On irrigation w ater management	No														
2.1.2 On high value crops (fruit, vegetables)	No														
2.1.3 On malt barely	No														
2.1.4 On stabilization of physical structures	No														
2.1.5 Demonstration on new crop varieties	No														
2.1.6 Farmers participated on different demonstrations	No														
2.1.7 Female Farmers trained on different demonstrations	No														
2.1.8 Male Farmers trained on different demonstrations	No														
2.1.9 Farmers adopted ***Enset*** production	No														
2.1.90 Improved seeds distributed for demonstration	Qt														
2.1.91 Improved fruit trees distributed for demonstration	No														
2.1.92 Fertilizer supplied for demonstration plots	Qt														
2.1.93 Chemical supplied for demonstration plots	Lt														
2.1.94 Volume of compost prepared	M^3														
2.1.95 HHs participated in compost making	No														
Others (Specify)															

Output 2.2 Area developed with small scale irrigation	ha														
2.2.0 Diversion schemes constructed	No														
2.2.1 Irrigation channel constructed	km														
2.2.2 Water pumps distributed to organised farmer groups	No														
2.2.3 Community ponds Constructed	No														
2.2.4 Springs developed for irrigation use	No														
2.2.5 Private hand dug wells constructed for irrigati	No														
2.2.6 Private water harvesting strutures constructed for demo	No														
2.2.7 Households participated in micro & small scale irrigation	No														
output 2.3 Farmers trained on improved agricultural extension services (with curriculum and packages)	No														
2.3.0 New FTC constructed	No														
2.3.1 Model FTCs upgraded	No														
2.3.2 FTCs provided with furniture, equipment, training mtls	No														
2.3.3 DA offices & houses constructed/upgraded	No														
2.3.4 DA offices provided with furniture and equipment	No														
2.3.5 Motor cycles provided	No														
2.3.6 GPS provided	No														
2.3.7 Farmers trained on improved cropping practices	No														
2.3.8 Farmers trained on improved livestock practices	No														
2.3.9 Farmers trained on improved natural resource mang't	No														
2.3.90 Total female farmers trained on improved practices	No														
2.3.91 Total male farmers trained on improved practices	No														
Others (Specify)															

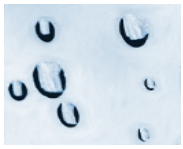
Output 2.4 No of animals vaccinated/ treated for improved veterinary Services	No														
2.4.0 New animal health posts constructed	No														
2.4.1 Existing animal health posts upgraded	No														
2.4.2 Animal health posts equipped with facilities	No														
2.4.3 Animals vaccinated	No														
2.4.4 Animals treated	No														
Others (Specify)															
Output 2.5 Area covered with improved forage management and livestock feed development	ha														
2.5.0 Forage seedling multiplication site established	No														
2.5.1 Forage seeds supplied	Kg														
2.5.2 Forage seedlings/cuttings distributed	No														
2.5.3 Forage demonstration sites established	No														
2.5.4 Grazing land excluded from free grazing/closed	ha														
2.5.5 Farmers adopted improved fodder	N0														
2.5.6 Farmers adopted controlled grazing or stall feeding	No														
2.5.7 Crop residue/Hay treated with UREA	tone														
2.5.8 Silage Feed prepared	tone														
Others (Specify)															

Output 2.6: Households participated in enhancing production of meat, milk, eggs and honey	No														
2.6.0 Improved breeds of sheep distributed	No														
2.6.1 Improved poultry distributed	No														
2.6.2 Day old hay box distributed	No														
2.6.3 Cattle served through AI services	No														
2.6.4 AI equipment distributed	set														
2.6.5 Calves borne through AI service	No														
2.6.6 Households participated in animal (cattle & sheep) fattening	No														
2.6.7 Number of cattle fattened	No														
2.6.8 Number of sheep and goats fattened	No														
2.6.9 Modern beehive distributed	No														
2.6.90 Bee colony distributed	No														
2.6.91 Apiculture equipment distributed;	set														
2.6.92 Bee wax dsitributed	kg														
2.6.93 Female Farmers participated in different income generating activities	No														
2.6.94 Male Farmers participated in different income generating activities	No														
Others (Specify)															
Outcome 3: Increased off-farm and agricultural incomes															
Output 3.1 Community Flour Mills Established and managed	No														
3.1.0 New community flour mills established	No														
3.1.1 User groups established and well functioning	No														
3.1.2 Flour mill technicians trained	No														
3.1.3 Female committee members trained on business management and bookkeeping skills	No														
3.1.4 Male committee members trained on business management and bookkeeping skills	No														
3.1.5 Ensure well functioning of community flour mills	No														
others (specify)															

Output 3.2 HHs adopted renewable energy innovations, and fuel efficient technologies	No														
3.2.0 Self help groups established on production of fuel saving technologies	No														
3.2.1 Fuel efficient stoves produced	No														
3.2.2 HHs adopted fuel efficient stoves	No														
3.2.3 HHs adopted biogas plant	No														
3.2.4 Female HHs trained on production and use of fuel saving technologies	No														
3.2.5 Male HHs trained on production and use of fuel saving technologies	No														
others (specify)															
Output 3.3 Self help groups established and functioning on income generating activities	No														
3.3.0 Self help groups organised on beekeeping	No														
3.3.1 Self help groups organised on w eaving	No														
3.3.2 Self help groups organised on tannery	No														
3.3.3 Self help groups organised on spining	No														
3.3.4 Self help groups organised on tailoring	No														
3.3.5 Self help groups organised on forestry	No														
3.3.6 Self help groups organised on seedling production	No														
3.3.7 Self help groups organised on bamboo making	No														
3.3.8 w omen members participated in all groups	No														
3.3.9 Male members participated in all groups	No														
3.3.90 Female committee members trained on business management and bookkeeping skills	No														
3.3.91 Male committee members trained on business management and bookkeeping skills	No														
Others (Specify)															

Outcome 4: Enhanced human and capital resources from improved access, water supply and economic / social infrastructure.															
Output 4.1 Improved potable water constructed	No														
4.1.0 Hand dug wells/hand pumps constructed	No														
4.1.1 Springs developed and protected	No														
4.1.2 Female farmers trained water management	No														
4.1.3 Male farmers trained water management	No														
4.1.4 Total beneficiary population	No														
4.1.5 Establish water supply distribution network for rural centers	No														
4.1.6 Toilet constructed	No														
Others (Specify)															
Output 4.2 Renovation of buildings and provision of furniture, equipment and materials for primary schools and health posts	No														
4.2.0 Primary schools renovated	No														
4.2.1 Primary schools equiped with furnitures & equipments	No														
4.2.2 Health posts renovated	No														
4.2.3 Health posts equiped with furnitures and equipments	No														
Others (Specify)															
Output 4.3. Construciton of access roads	Km														
4.3.0 Acess road maintained / Upgrade	Km														
4.3.1 Internal access paths constructed	Km														
4.3.2 Internal access paths maintained	km														
4.3.3 Footbridges constructed	No														
4.3.4 Culverts constructed	No														
4.3.5 Fords constructed	No														
4.3.6 New telephone posts installed	No														
Others (Specify)															

Capacity Building Interventions															
5.1.0 Woreda experts trained	No														
5.1.1 Development Agents trained	No														
5.1.2 Vet Technicains trained	No														
5.13 Kebele and Community Watershed Team members trained	No														
5.1.4 Farmers participated on exposure visits	No														
5.1.5 Development Agents participated on exposure visits	No														
5.1.6 Woreda experts and management teams participated on exposure visits trained	No														
5.1.7 Farmers participated on aw areness raising w	No														
5.1.8 Total female farmers trained	***No***														
5.1.9 Total male farmers trained	***No***														
Administrative and management Budget															
6.1.0 Fuel and Lubricant	Birr														
6.1.1 Stationary	Birr														
6.1.2 Perdiem	Birr														
6.1.3 CF salary	Birr														
6.1.4 Car repair and maintenance	Birr														
other miscellaneous costs	Birr														
CF salary	Birr														
Car repair and maintenance	Birr														
other miscellaneous costs	Birr														



Tana Beles WME

Tana-Beles WME Reports

No 01. Tana-Beles WME Project Document. July 2009. 135 p.
No 02. Monthly Report for June 2009. 8 p.
No 03. Monthly Report for July 2009. 9 p.
No 04. Inception Report for project initiation period 1.6.-31.7.2009. 38 p.
No 05. Monthly Report for August 2009. 33 p.

No 06. Quarterly Report for period 1.6.2009 – 30.9.2009. 30 p.
No 07. Monthly Report for October 2009. 22 p.
No 08. Monthly Report for November 2009. 10 p.
No 09. Annual Report for 2009. 60 p.
No 10. Data Quality Assessment Guideline. January 2010. 26 p.

No 11. Sensitization and Awareness Raising Strategy. January 2010. 24 p.
No 12. Monitoring & Evaluation for Watershed Development B1. Short-term Consultancy Report. January 2010. 95 p.
No 13. Monthly Report for January 2010. 39 p.
No 14. Hydrology monitoring for Watershed Development B1. Short-term Consultancy Report 1. February 2010. 102 p.
No 15. Monthly Report for February 2010. 38 p.

No 16. Identification of TBIWRDP B1 sub-watershed hydrological monitoring sites. Progress Report. February 2010. 22 p.
No 17. Quarterly Report for period 1.1.2010 – 31.3.2010. 74 p.
No 18. Monthly Report for April 2010. 29 p.
No 19. Monthly Report for May 2010. 14 p.
No 20. Microwatershed Monitoring Programme. Baseline Report 21 July 2010. 69 p.

No 21. Quarterly Report for period 1.4.2010 – 30.6.2010. 38 p.
No 22. Zefie community watershed model development plan. March 2010. 99 p.
No 23. Monthly Report for July 2010. 15 p.
No 24. Access Roads to five hydrological stations. Short-term Consultancy Report. 114 p.
No 25. Monthly Report for August 2010.

No 26. Process Monitoring. Short-term Consultancy Report. 33 p.
No 27. Hydrology monitoring for Watershed Development B1. Short-term Consultancy Report 2. September 2010. 70 p.
No 28. Quarterly Report for period 1.7.2010 – 31.8.2010. 125 p.
No 29. Monthly Report for October 2010. 23 p.
No 30. Organizational Development, Capacity Building and Microcredit. Short-term consultancy report. November 2010. 47 p.

No 31. Microwatershed Monitoring Programme Manual. October 2010. 65 p.
No 32. Monthly Report for November 2010. 16 p.
No 33. Baseline for Microwatershed Monitoring Programme. Report for TBIWRDP B1 component related hydrological indicators. December 2010. 81 p.
No 34. Annual Report for 2010. 51 p.
No 35. Monthly Report for January 2011.

No 36. Baseline for Tana-Beles Watershed Development. 1. Executive Summary by Assefa Melesse, International Peer Reviewer. 21 p.
No 37. Baseline for Tana-Beles Watershed Development. 2. Main Report for Natural Resources Survey. 108 p.
No 38. Baseline for Tana-Beles Watershed Development. 3. Annex for Natural Resources Survey. 224 p.
No 39. Baseline for Tana-Beles Watershed Development. 4. Main Report for Socioeconomic Survey. 110 p.
No 40. Baseline for Tana-Beles Watershed Development. 5. Annex for Socioeconomic Survey. 84 p.

No 41. Monthly Report for February 2011. 12 p.
No 42. Quarterly Report for period 1.1.2011 – 31.3.2011. 34 p.
No 43. Monthly Report for April 2011. 20 p.
No 44. Monthly Report for May 2011. 20 p.
No 45. Watershed Monitoring and Evaluation Institutionalization Strategy. 32 p.

No 46. Quarterly Report for period 1.4.2011 – 30.6.2011. 31 p.
No 47. Monthly Report for July 2011. 20 p.
No 48. Monthly Report for August 2011. 23 p.
No 49. Status Assessment of Microwatershed Monitoring Programme. 40 p.
No 50. Quarterly Report for period 1.7.2011 – 30.9.2011. 33 p.

No 51. Monthly Report for October 2011. 27 p.
No 52. Monthly Report for November 2011. 28 p.
No 53. Annual Report for 2011. 41 p.
No 54. Monthly Report for January 2012. 30 p.
No 55. Monthly Report for February 2012. 35 p.

No 56. Quarterly Report for period 1.1.2012 – 31.3.2012. 52 p.
No 57. Monthly Report for April 2012. 33 p.
No 58. Monthly Report for May 2012. 34 p.
No 59. Mid-Term Review 2012 for Tana-Beles WME.
No 60. ArcGIS Training Manual for TBIWRDP (B1) staff. Kombolcha Training Course. August 2012.

No 61. Training on GIS – Land Capability Classification Manual for the SWC purpose – TBIWRDP (B1) Staff. Kombolcha Training Course. August 2012.
No 62. Community and Kebele Reporting and Woreda Level Data Entry Guideline. Kombolcha Training Course. August 2012.

The reports can be downloaded (as pdf-files) in

http://tana-beleswme.org/