DevInfo

Facts. You decide.

Administrative Guidelines and Best Practices For Successful Implementation

Contents

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Introduction

Purpose of these guidelines

These guidelines outline the necessary steps and conditions for successful implementation of DevInfo at the country level. These recommendations build on the knowledge and experience gained over the past several years working with UN agencies and governments to set up and maintain national databases. It is well recognized that there cannot be a universal standard that applies across the board in establishing national databases. However, experience has shown that there is often a similar pattern from one country to another.

These guidelines describe strategies key to the successful implementation of DevInfo. Three objectives form these guiding principles:

(a) to strengthen the capacity of governments to adapt DevInfo to national monitoring strategies and thereby make effective use of DevInfo technology to monitor progress in human development

(b) to strengthen the capacity of UN Country Teams and national partners to make effective use of DevInfo in monitoring progress on national and international priorities, such as the MDGs

(c) to anchor DevInfo implementation in a wider national effort to collect, analyze and disseminate information on human development to ensure long-term sustainability and usage of the database system

These guidelines are organized in three checklists:

Checklist 1   Assessment of a country's readiness to start using the system

Checklist 2   Technical details leading up to the launch of the database

Checklist 3   Necessary steps and conditions to ensure that the database is maintained and put to good use after it has been launched

Background on DevInfo

A number of software tools are currently in use within the UN system with national counterparts to help improve data collection, analysis and application for evidence-based policy development. There is clearly a demand from UNCTs and national partners to continue such support. In addition, there is recognition of the role that the UN system can play in supporting government efforts to pull together different sectoral data sets within the MDG framework to help national policy makers ensure linkages with national planning and budgetary processes. While national partners determine how this should occur, the UN system can make an important contribution to such activities.

In this context and based on the successful implementation of the ChildInfo database system in a large number of countries, the Executive Director of UNICEF offered ChildInfo as a basis for DevInfo - a software tool to help countries monitor the MDGs and advocate their achievement through policy measures, multi-sectoral strategies and the development of appropriate interventions. The members of UNDOCO subsequently endorsed this initiative and requested an inter-agency team to prepare for further implementation of MDG tracking and monitoring tools.

It is fully recognized by UNDOCO that the generation of nationally-owned, high quality and standardized cross-sectoral data sets is an important first step for the achievement of the MDGs and their use in policy, strategy
and programme formulation. The UN system's commitment to enhance data reliability and quality as well as national ownership is ongoing through several initiatives, of which DevInfo is a primary one.

These guidelines describe the use of DevInfo 6.0 as a software tool for tracking and monitoring MDGs at the country level, which UNCTs and national partners may wish to use. However, these guidelines aim to go far beyond MDG monitoring at the national level by encouraging a demand-driven process for a database system with the ability to capture data from various sectors and with options to harmonize multiple databases on human development at the national and sub-national levels.

What is the purpose of DevInfo and what can it do?

DevInfo 6.0 is a general purpose database system for the collation and presentation of data on human development. The software supports both standard and user-defined indicators. The standard set of indicators (the MDG indicators) is at the core of the package, but it is very important to note that additional user-defined indicators can also be included. The "look" of the software can be customized as an integrated part of nationalizing MDGs and building the necessary capacity to maintain the database for monitoring progress. DevInfo 6.0 includes maps to the second administrative level for many countries, although the system allows for as many as ten levels of geographic coverage. This feature allows national administrators to link the database to all relevant administrative levels, to facilitate analysis of the geographic relationships for key indicators. The product supports multiple languages.

Beyond serving as a repository of data, DevInfo provides easy-to-use facilities for querying the database and, based on the data retrieved, for producing tables, graphs and maps for inclusion in reports and presentations. For this reason, DevInfo is a powerful advocacy tool. As such, it is hoped that DevInfo will contribute to greater MDG awareness and knowledge at the country level among a wide range of stakeholders in the different MDG sectors and enable linkages with other instruments such as the PRSP. DevInfo should contribute to more evidence-based policy-making for setting priorities and achieving localized MDGs.

How does DevInfo relate to other initiatives for reporting on goals and targets?

There are a wide range of existing, well-established UN and non-UN initiatives in this regard at the global, regional and country levels, including specific sectoral initiatives for monitoring individual goals or topics, often mandated by governing boards. DevInfo is in no way an attempt to supplant or replace such efforts. One of DevInfo's specific purposes is to provide easy access to existing data, help identify gaps in the MDG indicators, if they exist, and provide a consolidated source of data on the MDG indicators. While this is an important aspect of the implementation of the system, DevInfo technology can be used to do much more at the national level. It is a powerful database system that can be easily adapted by national entities for advocacy and dissemination of human development information like census data, household survey results and line ministry information. DevInfo offers a much-needed common database platform to bring together sectoral data sets in line with the requirements for harmonization and standardization of strategies for monitoring human development.

Checklist 1 – Are We Ready?

A. Assessing the Environment:

✔ Is the context favorable to establishing a National Database? Is there a **demand** among major stakeholders for the implementation of a common database on human development indicators?

- Government partners: The major stakeholders would include line ministries, the national statistical office (NSO) and national leaders.

- UN partners: Each UNCT will have its own set of issues to address if it is to support the government's progress towards tracking the MDGs effectively. All UNCTs are encouraged to discuss and agree upon their collective needs and to identify existing national initiatives supported by the UN system and others. The "minimum standard" should be a nationally owned and managed tracking system for "localized" MDGs in a process led by the national MDG steering committee. Three key issues that may need to be addressed are: (1) how to work together to fill data gaps, (2) how to avoid duplication in data collection and (3) how to review and evaluate data quality from various sources.

✔ Would it be helpful for the participation of stakeholders to be formalized by the signing of a **Memorandum of Understanding** to ensure high-level support? It is important to integrate the DevInfo initiative into existing institutional arrangements whenever feasible. In many cases this can be done within existing structures where there is no need for a MoU.

✔ Is there a **legal framework** which provides the national statistical office with a mandate regarding the implementation of a common database on human development? This may be useful to have, but will not necessarily be effective at getting things moving without high-level commitment and time-bound deliverables.

B. Setting the Stage

✔ Has a **DevInfo orientation** been conducted for the NSO and UNCT?

✔ Is there an **institutional framework** agreed on to implement the process with key partners and within an existing government or UN framework? In many cases, the NSO will take on the responsibility of implementing the database within their mandate to collect, process and publish national statistical data. In other cases, where it is not feasible to establish the institutional framework within the NSO, it may be feasible within the Ministry of Planning or Ministry of Social Welfare. In some cases, the UNCT may decide to

establish the first edition of the database within the UN system before moving to the next stage of working with the government to maintain and use the database.

✓   Has a technical database **task force** been established to guide the process of developing and implementing the database? The task force membership should include those stakeholders from the government who are responsible for generating and reporting data on human development and stakeholders from UN agencies with the responsibility for monitoring programme implementation. The task force should be led by the senior officer from the government stakeholders, for example, the NSO director. The task force should be based as much as possible on existing structures which already deal with the same type of activities. If a statistical committee has already been formed, perhaps this committee should take on the responsibilities of this task force. The role of the task force is to provide the technical inputs required to establish the DevInfo database system. The task force will consult with all stakeholders to decide on the key indicators for the system, reliable sources for these indicators and the processes to be established for publishing the database.

✓   Have the major stakeholders reviewed the **lessons learned and best practices** from other countries that have established databases through reports and study tours? Some countries to contact include: Benin, Brazil, Cambodia, India, Malawi, Mozambique, Nepal, Oman, Tanzania and Zambia.

✓   Has there been an **assessment of the kind and level of technical support required in database administration** to assist in building the capacity of the technical team? In many cases, it may prove essential to have technical assistance in the initial stages of building and launching the first edition of the database.

✓   Have professionals & partners ever been trained on the ChildInfo technology in the past (How many? From which agency? Which ministry?)

Checklist 2 – Countdown to the Database Launch

A. Appoint a Technical Team

✓

The UN Country Team should support the government in designating at least one full-time **Database Administrator** to manage the database with three **Database Assistants**. The UNCT support can include identifying the technical staff and providing resources for these posts, but the opportunity for NSO capacity building should always be taken into account and given priority. (See Annex A for job descriptions.) The Technical Team should be situated within the institutional framework responsible for setting up the database. Depending on the situation, this may be at the NSO, Ministry of Planning or one of the UN offices.

✓

The Database Technical Team should be provided with **dedicated workspace and computer equipment** for the database initiative. (See Annex B for technical details.) In many cases the UNCT may be able to assist the government in identifying resources to meet these requirements.

B. Identify Indicators

✓

The Technical Team should meet with the major stakeholders (e.g., UN agencies, MDG steering committee, line ministries, donors, etc.) to decide on the **list of indicators** for the first edition of the database. The first version of the database should be kept small and focused in terms of the number of indicators. The focus should be on securing quality data that is regularly updated and a database that can be released quickly to demonstrate its potential, rather than attempting to include too many indicators with a long preparatory process. It should be ensured that the list of indicators is directly linked to practical application within government and UN initiatives. For example, in addition to tracking MDGs, the system can be designed to meet the requirements of many other monitoring frameworks, such as PRSP, Education for All, World Fit for Children and national sectoral plans of action. These monitoring schemes should be used as the basis for determining the core list of indicators.

✓

The relevance of **monitoring frameworks and indicators** linked to these frameworks are critical to the success of the database system. If the selection of indicators is demand-driven, then the database will continue to maintain its relevance and importance as a useful tool. In addition, because the database system provides the option to establish multiple databases, not all indicators need to appear in one single cross-sectoral database. This option has the potential to widen the reach and scope of the DevInfo database system, but it also requires careful planning and coordination at the central level to tap into these databases.

C. Data Inventory

✓ The Technical Team (Database Administrator(s) & assistants) should conduct a **data inventory** by source in close consultation with all stakeholders (UN Agencies, line ministries, etc.). The data inventory is a technical review of all available data sources for the list of indicators to be included in the database. This can be done through a series of workshops. It should be ensured that data are selected from reliable, recognized sources. The relevance of various sources of data can be discussed during the data inventory workshops.

✓ The Technical Team should then enter into the system all relevant **metadata on each indicator and source**. Metadata includes a detailed definition of each indicator and description of each source. The number of sources should be limited, to ensure that the preparation of the first edition of the database does not take too long.

D. Map Inventory

✓ The Technical Team should establish a **digital map library** with national and sub-national administrative regions. A review should be conducted of current geographic coding systems used for sub-national areas, and the most commonly used coding system should be adopted for Area IDs within the database. In many countries, census codes are used. Efforts should be made to standardize the coding system that is used. Many countries now have geographic information system (GIS) working groups which deal with these types of issues, and they should be consulted.

E. Data Entry

✓ The Technical Team should develop a **data entry plan** managed by the Database Administration team with support from line ministries and other institutions. The responsibilities for data entry should be defined, to ensure that the database is kept up to date. **It is critical not to under-estimate the amount of time and effort it will take to prepare the first edition of the database.** In many cases it will take at least 3-4 months. The data entry plan should be based on the list of indicators and sources identified for inclusion in the database. Realistic targets should be set for entering the data from each source. In some cases, it may be necessary for the Technical Team to enter the data from printed reports. Where feasible, the data can be copied and pasted from electronic spreadsheets into the database using the DevInfo Data Entry module.

- ▪ **Step 1** - The Database Administrator creates a DevInfo Database Template with the list of indicators to be entered into the system. The definition of each indicator is entered. Each indicator is linked to a unit of measurement and a subgroup.

- ▪ **Step 2** - The Database Administrator adds the geographic areas to the template and links these areas to digital maps.

- **Step 3** - The Database Administrator links the indicators to goals, themes, institutions and conventions.

- **Step 4** - The Database Assistants enter and verify the data values, time periods and sources. It is recommended that the data entry plan be organized by data sources or by line ministries (health, education, etc.). Detailed information should be entered about each source, including comments on the data quality.

- **Step 5** - Once all sources of data are entered, the databases created by source are merged into the final database for distribution.

✓

Establish **data quality control** mechanisms to ensure that data values are entered correctly and that the source documentation is archived for ready reference by the Technical Team. When a data set is being prepared to be uploaded into the database, the Technical Team is responsible for verification of the data as it is entered. A printed report of the data entered will be generated for each indicator with the time period, geographic area, unit of measurement, subgroup and source. The Technical Team is responsible for verification of the data from the printed report with the original data set. Once verified and, if need be, corrected, the final printed report will be signed by the Database Administrator and filed in a data archive. The archive should contain file folders organized by sectors and indicators that have been entered into the database. Each data set entered into the database should be supported by a hard copy of the following items: a copy of the title page of the source of the data, a copy of the table of data from the source document (if the source is hard copy) or an electronic copy of the table from the original source (if the source is an electronic copy), along with the signed printout of the table. The archive should also include copies of the indicator and source information sheets.

F. Customization

✓

All stakeholders should decide if the "**look" of the database** system is to be customized to country-specific requirements. Customization allows for changes in the product name from DevInfo to any other appropriate name. The color scheme, images and logos may also be changed to give the interface a design relevant to the government.

✓

Decide with the stakeholders if the database will be provided with multiple languages, including a **local language**. The database system provides a tool for translation of the database system interface and the content of the database.

G. Dissemination

✓ The technical team should develop a **plan for replication and distribution** of the product, including CDs, CD folders, manuals, posters and brochures.

✓ The UN Country Team will support **the launch the database** at a formal event with high-level government officials and press coverage.

Time Frame	M1	M2	M3	M4	M5	M6
Appoint a Technical Team	▓					
Identify Indicators	▓					
Data Inventory	▓	▓				
Map Inventory	▓	▓				
Data Entry		▓	▓	▓	▓	
Customization			▓	▓	▓	
Launch and Dissemination						▓

Checklist 3 – Good Practices to Stimulate Sustained Use of the Database

A. Training

✓ In consultation with all stakeholders (UNCT, Government partners, etc.), the Technical Team should implement **a training plan**. It is important that the government and UNCT recognize the need for orientation and training in the initial phase of setting up the database and then a series of training sessions for database users and administrators immediately following the launch. The training plan should also include follow-up training on a regular basis for all major stakeholders and various focus groups. Here is a list of suggested DevInfo courses:

Introductory Level

Training Course 1: DevInfo Orientation Seminar
Training Course 2: DevInfo User Module
Training Course 3: DevInfo Database Administration

Advanced Level

Training Course 4: DevInfo Database Conversion Workshop
Training Course 5: DevInfo Thematic Database Workshop
Training Course 6: DevInfo and MDG Monitoring

Training of Trainers

Training Course 7: TOT for DevInfo User Module
Training Course 8: TOT for DevInfo Database Administration Module

Expert Level

Training Course 9: DevInfo Advanced Lab Training

✓ Stimulate substantive use of the database through training courses to put the database to good use. In many cases, decision makers are not aware of how to use tools like databases.

✓ Ensure that the right people are selected as potential **trainers**. The aim is to establish in-country training capacity through training of trainers. Selection criteria should include: experience in DevInfo technology; demonstrated facilitation and training skills; and technical background in statistics, economics and IT. These will become DevInfo focal points for orientation and training.

B. Technical Support

✓   The UN Country Team should support the establishment of a country-level **helpdesk** to provide technical support for the use of the database by phone and e-mail. (See Annex C for an example.)

✓   The Technical team should make every effort to try and link the system to **other database systems** to avoid duplication and encourage exchange of data.

C. Work planning

✓   The UNCT should identify programmes for statistical capacity and MDG literacy using the database system. There are several integrated country-level initiatives to support development progress with a focus on the MDGs. These include UNDP support for "Building Capacity and Statistical Literacy for MDG Monitoring" and the UNDOCO project on MDG training for UNCTs.

✓   The database activities should figure prominently in the annual work plans of the UNCT and the national statistical office. These activities should be part of the job descriptions of designated staff. The use of the system by national statistical officers for reporting should be institutionalized as much as possible.

✓   The UNCT should ensure that the database is used in the preparation of major reports, such as tracking MDGs with tables, graphs and maps generated from the system.

D. Advocacy

✓   UNCT members and/or the Technical Team should give **demonstrations** to line ministries on a regular basis. Within each ministry, the use of the system for specialized databases should be encouraged. For example, the Ministry of Health may need more indicators on health than those that were selected for monitoring the MDGs. Training and technical support should be provided to establish these types of databases and the mechanisms for regular exchange of data.

✓   The UNCT should use the database to generate advocacy materials (posters, leaflets, etc.) on specific topics for ministries, conferences and the press. (See Annex D for details.)

✓ Encourage high-level commitment to regular use of the database system. Orientations for members of parliament, ministers and heads of state should be organized.

✓ Make sure that the database is widely available, and affordable or free of charge. Some NSOs may see an opportunity for cost recovery by selling the database.

✓ Decentralize the use of the database system at sub-national levels.

✓ Use the system to build partnerships between the major stakeholders in government, UN agencies, bilateral donors and the private sector.

Annex A

Terms of Reference - Database Administration Team

Database Administrator

The Database Administrator has overall responsibility for the database. This person should have a background in monitoring and evaluation or economics/statistics, with good data management skills, knowledge of human development indicators and good communication skills. This person supervises the installation, use and maintenance of the system. This person is responsible for working with the UNCT and national partners to identify data sources and for working with the focal points for updating the database with new data. This person is also responsible for arranging for training in the use of the system and to ensure that all stakeholders have an opportunity to learn how to use the system.

Database Technicians

Three staff are responsible for the technical maintenance of the system, including: preparation of data entry, data verification, data uploading, and preparation of the database for distribution.

Tasks and Responsibilities

- o Coordinate with stakeholders to identify data sets to be uploaded into the database
- o Enter data from hard copy reports into the database
- o Enter data from electronic sources of data into the database (through the DevInfo Data Entry Spreadsheet format)
- o Carry out data verification to ensure that electronic data accurately represents published reports
- o Maintain a hard copy archive of data and maps uploaded into the database. Each data set entered into the database should be supported by a hard copy of the following items: (a) photocopy of the title page of the source of the data, (b) photocopy of the table of data from the source document, if the source is a hard copy and (c) electronic copy of the table from the original source, if the source is an electronic spreadsheet, along with a printout of the table.
- o Establish a digital map library linked to data
- o Maintain an electronic archive (backup) of data and maps uploaded into the database
- o Develop advocacy materials from the database
- o Maintain an electronic library (in the DevInfo Gallery) of advocacy materials produced
- o Train stakeholders in the use of the system after having achieved certification as DevInfo Database Administrator Trainers

Annex B

Recommended Office Space and Equipment

Office Space

- Dedicated office space with a minimum of four desks for the Database Administration team
- Bookshelves for hard copy archives of data uploaded in the database
- Filing cabinet for hard copies of maps, transparencies and presentations
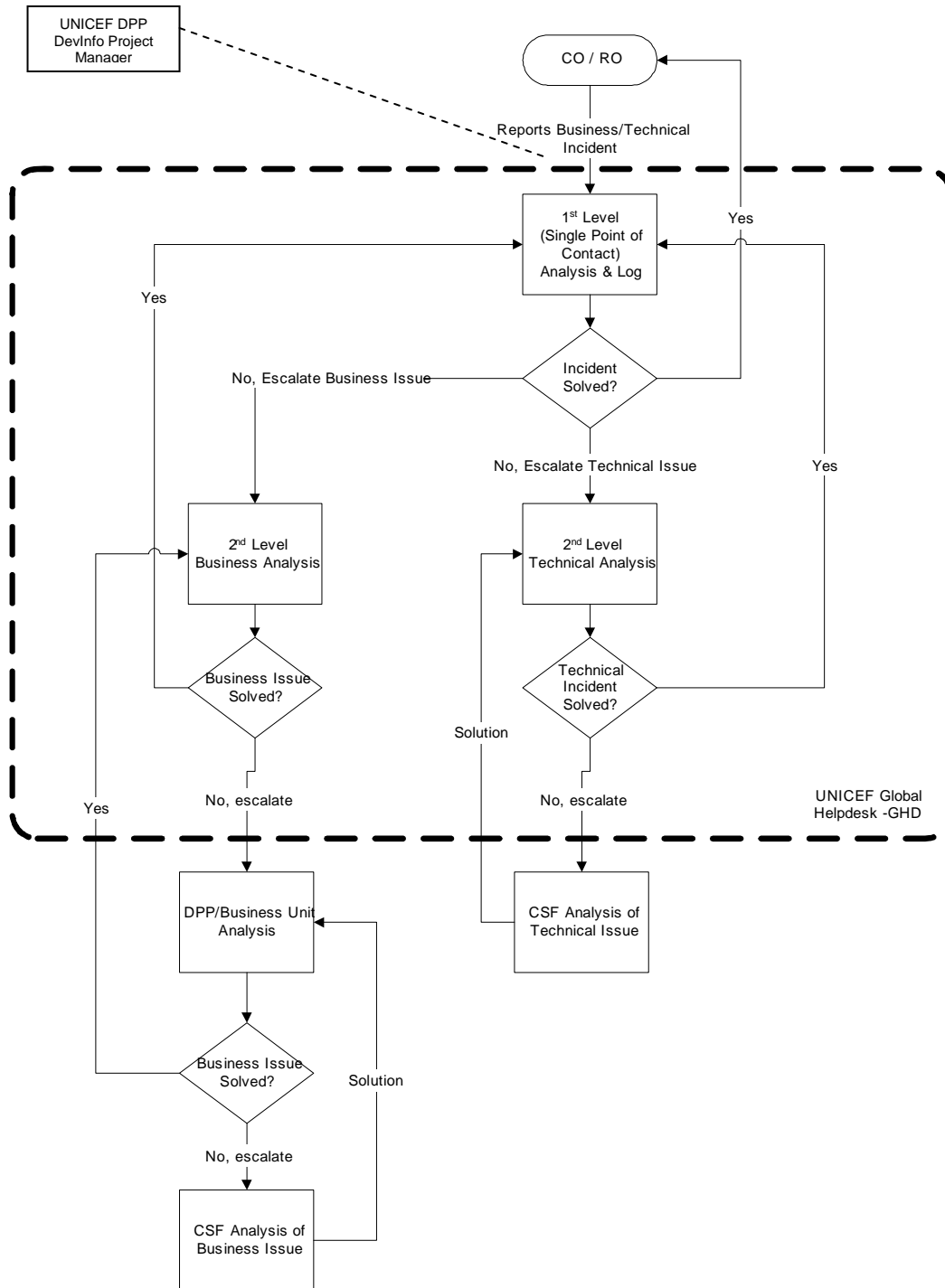
Equipment

At least four computers with the following specifications:

- Pentium IV
- 512 k RAM
- 40 GB hard drive
- CD-ROM R/W
- Hi-res monitor
- UPS
- Color inkjet printer
- B&W laser printer

- MS Windows XP Professional or above
- MS Office XP or above (recommended but not required)
- MS Internet Explorer

Annex C

Example of a Helpdesk

	UNICEF DPP DevInfo Project Manager

CO / RO

Reports Business/Technical Incident

1st Level (Single Point of Contact) Analysis & Log

Yes

Yes

Incident Solved?

No, Escalate Business Issue

No, Escalate Technical Issue

Yes

2nd Level Business Analysis

2nd Level Technical Analysis

Business Issue Solved?

Technical Incident Solved?

Solution

Yes

No, escalate

No, escalate

UNICEF Global Helpdesk -GHD

DPP/Business Unit Analysis

CSF Analysis of Technical Issue

Business Issue Solved?

Solution

No, escalate

CSF Analysis of Business Issue

Proposed Support Structure for DevInfo in UNICEF
09-Dec-2003

Annex D

Advocacy Kits

Kit 1	**Government/ Regional Database Launch Materials**

Objective   To create database launch materials for a government / regional / sub-regional database.
                Includes CD-ROM with database, user guide, on-line help, CD sticker design
Format   Database on CD with electronic formats for user guide, on-line help, CD color sticker
Replication   Optional printing/ replication

Kit 2	**Database Folder**

Objective   To create a database CD folder with the color scheme of an adaptation of the DevInfo
                database to government specific requirements
Format   Folder design in electronic format
Size   As per DevInfo sample folder
Replication   Optional printing/ replication

Kit 3	**Database Brochure**

Objective   To create a database brochure to promote the dissemination and use of the database
Format   Brochure design in electronic format
Size   As per DevInfo sample folder
Replication   Optional printing/ replication

Kit 4	**Database Poster**

Objective   To create a database poster to promote the dissemination and use of the database
Format   Poster design in electronic format
Size   As per DevInfo sample poster (2 x 1 m)
Replication   Optional printing/ replication

Kit 5	**Thematic Poster Designed from Database**

Objective   To create a thematic poster designed using key indicators from the database to promote
                the use of the database for improved advocacy, monitoring and planning
Format   Poster design in electronic format
Size   As per requirement (max: 36 x 42 in)
Replication   Optional printing/ replication

Kit 6	**Web/CD Data Presentation Package**

Objective   To create an electronic presentation derived from outputs from the database in a user-
                friendly format for dissemination of information about a priority topic. See "Customized
                Galleries" under the Gallery module of www.devinfo.org for examples.
Format   Web/CD data presentation format (html)
Size   n/a
Replication   Optional printing/ replication

Annex E : Sample DevInfo Implementation Plan

Phase 1 Introduction	Phase 2 Database Preparation (Translation, Data Entry, Administration)	Phase 3 Preparation for Database Launch & Advocacy	Phase 4 Dissemination & Advocacy	Other
Phase 1 Objective To introduce the main players to the software and the initiative	**Phase 2 Objective** Create the first version of the database using currently available information (train trainers for database administrators, have them train database administrators in partner organizations and ministries, and adapt software to local language if necessary).	**Phase 3 Objective** Prepare all advocacy materials (using the first version of the database as an example) and train the user trainers who will be engaged in the national, sub-national and sectoral rollouts.	**Phase 4 Objective** To create a widespread cadre of trained users of DevInfo and provide useful outputs to stakeholders in a wide range of key areas including MDGs, sectoral ministries and district administrations.	These are additional utilities that may be helpful in some countries in any of the previous phases.
Orientation To demonstrate the main features of the DevInfo database	**User training** To learn the features of DevInfo to create presentations **Database Administration** To learn the main features of DevInfo database administration, data entry, etc. **ToT - Database Administration module** To become certified as a master trainer in the features of the DevInfo database administration modules **Local language adaptation** To provide technical assistance to senior data managers for local language adaptation	**ToT-User module** To become certified as a master trainers of users, using local language version **Database advocacy materials** To create database launch materials such as CDs, brochures, posters, etc.	**Orientation (at district level and/or in ministries)** To demonstrate the main features of the DevInfo database **User training (targeting a wider range of audiences)** To learn the features of DevInfo to create presentations **Advanced Database Administration workshop on MDG monitoring** To provide advanced training on how to use the database to strengthen MDG monitoring **Thematic database workshop on key topics** To provide training on how to use the database for thematic analysis **Helpdesk** To provide helpdesk support to government database users	**Conversion of databases** To provide technical assistance to senior data managers to convert existing databases to DevInfo 6.0 **Adaptation of census database** To provide technical assistance to senior data managers to adapt DevInfo database technology to census specifications **Other digitization of maps** To add $3^{rd}/4^{th}$ administrative levels as well as maps of schools, health centers, etc. **Updates of existing digital maps** To update digitized maps due to a change in administrative boundaries **Web-enabled government database** To web-enable the user module of a government database

Administrative Guidelines and Best Practices for Successful Implementation (DevInfo 6.0)

Annex F

DevInfo Work Planning Example

Adapting DevInfo to [Country Name] to Monitor the MDGs

Background

During the UN Millennium Summit of 2000, world leaders, including President [Name] of [Country], committed to reaching by 2015 the targets outlined by the Millennium Development Goals (MDGs) and the Millennium Declaration. The [country] Government, together with the support of donors and NGOs, has gone a step further and developed [country] Development Goals which are MDGs tailored to the country context.

In [date], the Government of [country] officially approved the country's PRSP or Comprehensive Poverty Reduction and Growth Strategy (CPRGS), the document required by the World Bank and IMF for countries to access its concessional loans and grants. Importantly, the CPRGS has incorporated nearly all of the MDGs as CPRGS goals. This has allowed the CPRGS to act as the means to reaching the MDG, and to maintain consistency with global goals.

In this context, the need to develop a country-owned system for monitoring progress of the MDGs and CPRGS has emerged. Globally, the UN Secretary-General has asked UN agencies to support countries to monitor the MDGs and country-specific goals. The DevInfo database system is being used by numerous countries for this purpose. In [country], the National Statistics Office (NSO) and the CPRGS Secretariat within the Ministry of Planning have expressed interest in adapting DevInfo to track the MDGs/ CPRGS, following discussions with UN agencies. In [date], UN agencies wish to make the DevInfo system available for the Government's use in tracking the MDGs/CPRGS. UNICEF, the current owner of the software, has welcomed the prospect of transferring this software to the Government. NSO, the central level agency responsible for coordinating surveys and data, is the main national counterpart, along with the CPRGS Secretariat. The purpose of this current effort is to transfer DevInfo to the NSO, adapt the software to the [country] context, and train officials on how to use it, so that the NSO may populate the database with all existing data and survey information around the MDGs/CPRGS goals and indicators. Further consultations with a wide range of Government agencies and country partners will need to take place in order to comprehensively determine the Government's needs in tracking MDG/ CPRGS progress. This will also be necessary to ensure that the monitoring system will be used to generate better analysis and support more targeted and effective policies and interventions in the future towards poverty reduction and social development.

Objective

To strengthen national capacity for MDG monitoring through the establishment of a nationally-owned common database that aggregates existing available data and analysis on national development indicators, organized and mapped around the MDG and CPRGS framework.

Outputs

1. A nationally-owned DevInfo database for monitoring the MDGs/CPRGS
2. An analysis or assessment of quality of surveys, methodologies and data, towards strengthening the capacity of the government to coordinate, harmonize/rationalize and develop quality authoritative data/statistics meeting international standards.

Outcomes

- Strengthened MDG monitoring and advocacy capacity of the UN and the Government based on the implementation of a database monitoring system that effectively aggregates comprehensive high quality data, information, analysis and dissemination.

- Based on the above mentioned analysis, a more harmonized and rationalized national data and information system, providing a basis for better policy analysis, more effective pro-poor interventions in [country], and ultimately, better access to data to enable more transparent and accountable efforts in reaching the MDGs.

Draft [year] Work plan for Main Activities: Timeline and Estimated Costs

Timing	Main activities	Responsibilities	Associated Costs
	Develop MOU between UN and NSO: UNICEF to share similar MOUs with other countries receiving DevInfo from the UN; seek key areas of agreement with NSO; UN's ability to have access to the DevInfo database (e.g., data for indicators vs. raw data); recognition of UN support to Govt on disseminated CD-ROM.	UNICEF; UN system	
	Transfer of DevInfo software to NSO	-UNDP to discuss with NSO -UNICEF to transfer DevInfo software to NSO) -Organize training	
	Preparations for DevInfo adaptation		
	UNICEF to work with cartographer's assoc. to obtain latest geographic maps of political organization to the nth sub-national level – to be integrated into new DevInfo database.	UNICEF via agreement with national cartographers association	
	UNDP to provide list of core MDG/CPRGS indicators for inclusion as part of core database of DevInfo; all sources of official data to be included to provide an "inventory" of existing surveys and data collection efforts.	-UNDP	
	NSO to begin identifying and preparing data to be entered into DevInfo	NSO with ?? support	
	Adaptation of DevInfo (e.g., establishing indicators to be entered, main categories of organizing data, design/ physical appearance of database, etc.)	UNICEF to support adaptation	
	DevInfo training for 30 persons: 25/30 slots for Govt staff (NSO, MOP, MOH, etc.); 5 for UN staff; possible inclusion of sub-national rep's to provide local perspectives.	UNICEF to organize training in coordination with NSO and other agencies	
	Data mapping into DevInfo and other available survey data	NSO with UNDP support (finance data entry clerks)	
	NSO to share DevInfo data with UN (MDB file)	NSO	
	Undertake an analysis/assessment of the current quality of data, surveys, and methodologies, towards strengthening Govt capacity to coordinate surveys and statistics (e.g., rationalization and harmonization) and improve overall quality of surveys towards authoritative data/ statistics of international standards.	Develop TOR for recruiting a consultant team to assess and build Govt capacity for strengthening statistical data system, and intra-govt coordination on data, surveys, etc.	
	UN System to identify and fill in data gaps based on respective work with Govt counterparts	UN system	
	Produce/disseminate DevInfo CDROM (approx. 500 local language and 1500 English copies)	NSO with UNDP support	
	Making statistics widely available on **websites**	NSO with UNDP support	
	Additional follow up support to NSO with refresher training in subsequent years)	UNICEF on refresher training	
	Introduce DevInfo training to sub-national M&E staff	Possible UNDP support to sub-national level M&E systems	
	Annual production of CD-ROM with DevInfo data	NSO	