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# Report of the local TA for MIS Operations and Trainer Consultant for the year 2005

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## 1 Introduction

The consultant has served a total of 6 months and 3 weeks inputs in 2005 and undertaken in three interventions in the period of April – June (2.5 months), July – September (2.4 months) and October – November (1.8 months). The consultant focused in 4 major tasks as follows:

- Technical assistance to Landbank-UDTF Secretariat in the development, operation and implementation of the UDTF's Management Information System (UDTF-MIS) database in coordination and consultation with the UDP's RFS component, RFS consultant and UDTF Secretariat.
- Technical assistance to UDP-PME Division and Sections in the development, operation and implementation of the UDP's Management Information System (UDP-MIS) in coordination and consultation with the PMED in the PMO and PMES in the Provincial offices.
- Assistance in the preparation of the Extension Work Plan of UDP for 2006 – 2007 July in accordance to the revised Logical Framework of UDP for the extension period and setup/adjust the MIS to accommodate the monitoring of projects/activities and financial performance in a per SUD schemes basis.
- Support to the development and pilot implementation of the Management Information System for LGUs (MIS on BDP-AIP) in line with the LUB-BDP scheme in coordination with the M&E consultant and GIS/MIS consultant.

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## **2 Adjustments and refinements of the MIS for Landbank UDTF**

### **2.1 Rationale**

In November 2004, a decisive effort was carried-out by UDP and its RFS component to bring a computer-based Management Information System for Landbank UDTF, in which case the initial version started to implement in January 2005. The version covers four (4) major data information flow such as (a) recording of loan disbursements/ repayments of the UDTF to and from Cooperatives, (b) recording of monthly and annual data regularly collected by the IB staff from the Cooperatives (c) recording of the annual scoring worksheet also collected by the IB staff and (d) simple recording of the training activities conducted/ facilitated by IBS for the Cooperatives.

During the system testing period, the UDTF Secretariat noted some flaws in the system and additional improvements which were found appropriate to be part of the reporting system.

### **2.2 Activities undertaken and results**

A detailed description of the activities undertaken during this mission is not presented as it would result in a technical discussion on database design and programming issues. Basically, all activities undertaken under this major task were related to the rectification and improvements in the system as follows:

- Debugged the flaws and bugs found during the testing of the system and update the installed version in UDTF computer.
- Additional prescribed report formats and necessary adjustments in the data entry screens were incorporated in the revised version of the system
- Conducted hands-on coaching with the UDTF staff in the operation of the revised system ensured that data requirements are entered into the database system
- Provided a simple user's guide in the operation of the system

## **3 Adjustments and refinements of the MIS for UDP**

### **3.1 Rationale**

The UDP-MIS has gone into several improvements. The major one was in 2004 where the Mid-Term Review mission (MTR) that took place in 2003 made some recommendations and improvements in the Logical Framework of the Programme in which case the version of the MIS is anchored. The improvements caused major effect in the structure of the database, data entry screens and report formats in which case re-alignment of previously encoded data was also required. The re-alignment of data started in December 2004 and at the same period the reduction of UDP staff including the assigned data controllers also happened that required further technical assistance to monitor

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the progress of data re-alignment for the MIS to catch-up with the revised Logframe.

### **3.2 Activities undertaken and results**

The following activities in relation to the UDP-MIS were undertaken:

- Spear-headed the re-alignment of MIS data affected by the improvements made in the Logframe as recommended by the MTR
- Designed and developed a module that combines records of all UDP offices to produce consolidated formats of reports.
- Conducted regular monitoring and provided technical assistance in the implementation of the MIS that ensure regular data requirements are entered in the database

## **4 Preparation of UDP's Extension Work Plan & Budget 2006 to July 2007**

### **4.1 Rationale**

Prior to the PCRPM and approval of the 18-month extension, the Upland Development Programme in Southern Mindanao (UDP) has already conducted an initial planning of activities and budgets for 2006-2007 in anticipation of the approval of the request for extension. The list of activities as well as the current set-up of the MIS database was based on the modified Logical Framework (December 2003 version). In the preparation of AWP&B document, the system plays an important role in coming-up with the consolidated tables, which show budgets and physical (OVIs) targets per FA-Rubric, per Component and per component budget lines from different sources.

With the completion of the PCRPM and approval of the extension, the plan of activities were reviewed by the Programme and took into account those essential recommendations of the PCRPM, which includes more visibility of the schemes in the Logical Framework, thus an amended Logframe in line with the context of the different schemes of the SUD model was prepared along with the AWP&B for 2006-2007. In this scenario, the MIS followed the set-up of the amended Logframe to be able to process and produce the necessary AWP&B tables showing budgets and targets on OVIs in a per SUD schemes format.

Hence, the participation of the consultant in the preparation of the amended Logframe in coordination with the Co-Directors, PMED, Component Coordinators and M&E Specialist was required. Furthermore, the necessary adjustments in the set-up of the MIS to be coherent with the amended Logframe must be done, while providing assistance in the preparation of the draft AWP&B for 2006-2007.

### **4.2 Activities undertaken and results**

A total of three weeks was inputted by the consultant that resulted to the completion of the following activities:

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- Provided assistance in the preparation of the Extension Work Plan & Budget for 2006-2007 (EWP&B) by way of processing and consolidation of the plan of activities and budget that produced the essential tables for the EWP&B document.
  - Participated in the discussion, preparation and finalization of the amendments to the Logframe and setup the MIS in accordance to the agreed amendments to the Logframe major activities and OVIs.

## **5 Support to the MIS for LGUs (MIS on BDP-AIP)**

In line with the implementation and mainstreaming of the LUB-BDP scheme, UDP through the technical assistance provided by the M&E consultant and GIS/MIS consultant developed a computer-based tool, the “MIS on BDP-AIP” that would complement to the mainstreaming of the LUB-BDP scheme. The first version of the system was developed and started its pilot-testing in eight (8) selected MLGUs that provide feedback for further improvements to the system.

The consultant provided support in the facilitation of 2 workshops which were attended by the PPDO head and staff, MPDO head and staff and Accountants from the selected piloted MLGUs. Also, staff from HLURB attended the said workshops.

## **6 Other MIS concerns**

Aside from the major tasks undertaken by the consultant, further technical assistance and support were also extended in relation to the application of information and communication technology within the Programme, such as attending to the Programme website improvements, accounting software and MIS software trouble-shooting and any MIS related matters.

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