Innovative Process Monitoring Software for Effective Implementation of Nutrition Programmes: i-Monitor

A REPORT

Submitted by: Food & Nutrition Security & Enhanced Resilience (FaNS) project –India

Under the Project: Health Sector Network- Innovative Fund 2017

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1. BLUE PRINT OF THE MONITORING SOFTWARE

I. PURPOSE OF THE SOFTWARE:

Food & Nutrition Security & Enhanced Resilience (FaNS) project –India under Health Sector Network- Innovative Fund 2017 has created a global level software based system for entering, compiling and aggregating data of nutrition programmes in a systematic manner. This will be a knowledge management tool as it would be able to manage and synthesize nutrition based data from different programmes interventions supported through GIZ. By developing a digitized process monitoring system, micro-level intervention processes would be captured to improve delivery mechanism and its actual reach to the beneficiaries. Currently, the software will encompass the key process indicators of the three projects in Nutrition across India, Central Asia and Africa. The monitoring data would be captured at two levels- key intermediaries (farmer/health worker/ Small medium enterprise) and beneficiary level (women of reproductive age/children/ pregnant women) depending on the focus of the project. This would greatly improve the effectiveness and efficacy of implementation of the programmes. Moving on, this could be extended to other programmes within the GIZ health sector that have a health and nutrition focus in different countries.

> **The monitoring software will be a multiple user software and will be designed considering the following objectives:**
>   1. To develop a software based common data base for tracking processes, delivery mechanism and coverage of nutrition interventions
>   2. To develop a software based MIS for simple, easy and accurate monitoring of deliverers of the intervention i.e. frontline workers, beneficiary data at ground level.
>   3. To develop knowledge management tool for analysis and sharing of information on nutrition programmes and surveillance in other countries for cross-learning and comparisons.
> At present the software will be used for nutrition interventions of the following three projects
>   - Food and nutrition security and enhanced resilience (FaNS)
>   - Affordable nutritious foods for women (ANF4W)
>   - Improvement of food security for mothers and infants in rural areas in Tajikistan (IFS-Tajik)

II. OUTLINE OF THE SOFTWARE:

The software will be divided into four major components

1. Data Capture

2. A dash board with indicators of importance

3. Customizable Report generation

4. Exporting Data in Excel Format

The whole software will be bundled into a folder with an exe file, supporting dll files, database file and images to be used as slideshow pictures in the initial screen of the software. The whole folder can be copied in any desktop computer with desired hardware configuration. A snapshot of the software folder is given in Pic-1 below.

III. OPERATIONAL PLAN

1. **Data Entry:** As part of outlining the software, data in excel format for FaNS and few indicators for ANF4W have been compiled and converted to a database format. The excel data were imported into the Access database and used for designing the outline of the software. For the IFS- Tajik Project, data entry formats have been designed and uploaded.

2. **Pre-testing of the software:** The software will be pre-tested using available data for FaNS and ANF4W to assess the feasibility and utility of the software in collection, compilation and analysis of nutrition data across projects in different countries.

3. **Training on the software:** A training will be provided on how to use the software for data entry, compilation and analysis for the project workers. As ANF4W is coming to a close in August, 2017, we will plan the training for FaNS (in Chhatarpur and Sheopur) and Improving Maternal & Child Health & Nutrition (Tajikistan) projects.

IV. ACTIVITY, RESULT AND OUT PUT INDICATORS

A. Project 1- Food and Nutrition Security and Enhanced Resilience

This project has been implemented in two pilot districts of Sheopur and Chhatarpur in Madhya Pradesh. Under this project, capacities of nutrition frontline health workers so called Anganwadi Workers (AWW) are improved who in turn build the knowledge and skills of women in reproductive age on importance of nutrition diversity for women and children (6-23 months of age). For imparting nutritional knowledge, PLA (Participatory Learning and Action) training frame work has been developed, comprising of 20 meetings to be held with AWWs/ Beneficiaries. These training meetings are divided in to 4 PLA rounds and have been designed to enable communities to understand the issue of malnutrition and aspects that can be worked upon collectively towards mitigating factors responsible for same. The first meeting deal with understanding accessibility to different government services and nutrition and health related entitlements and also understand the whole access aspect from 'equity' perspective. In the 2nd and 3rd session discussions and exercises focuses the issue of intergenerational cycle of malnutrition and possible ways to break this cycle. In 4th to 8th meeting the issue of food security and proper/balance diet along with possible strategies to address the identified issues contributing to food insecurity and malnutrition is discussed.

Communities together decides on strategies they would like to work upon collectively and also share responsibilities amongst themselves in carrying out those chosen strategies to address

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factors/issues responsible for malnutrition and food insecurity. They also share their leanings and appeal for support engaging larger community in village level training in 10th & 20th meetings. 11th to 13th meeting specifically focusses on possible ways through which the issue of food insecurity can be addressed, where detail discussion and visit on nutrition garden is carried out with the community members and food security related entitlements are also discussed at length. 13th meeting continues the discussion bringing in dietary diversity and balance diet again. Understanding Infant and Young Child Feeding Practices (IYCF), timely initiation of complementary feeding, proper hygiene practices are all contributing factors which has a direct bearing of nutrition and are closely associated with food security and dietary diversity are then discussed with the communities using picture cards, storytelling, games, recipe demonstration and reinforcing strategies among participating communities in training 14 to 16. In the last 4 meetings possible strategies to prevent malnutrition among children is again discussed and reinforced through activities like game with picture cards and materials, picnic for children under two and community training where again learnings are shared with larger communities. The knowledge scores of AWW are assessed after completion of each PLA training session.

In addition sensitization workshops are conducted for Intermediaries. This is done so that relevant decision makers on local, district and state level as well as the knowledge facilitators know about the importance of nutrition diversity for a healthy diet.

The Core Monitoring Level Indicators for Software

Participant	Important variable to be captured	
Intermediaries	**Input Indicators**	**Output Indicators** **(Monthly/ Quarterly reports)**
Training sessions conducted for training Health worker (PLA trainings)	❑ District Name ❑ Block Name ❑ Type of Intermediaries ❑ Date of training ❑ ID and Name of Intermediaries ❑ Training Round ❑ Pre and Post Knowledge score of each health worker	✓ No of training sessions competed ✓ Improvement in knowledge score after each PLA meeting ✓ Improvement in knowledge score by number of training sessions completed
Beneficiaries/ Women in the Reproductive Age		

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Training session conducted for training beneficiaries	❑ District Name ❑ Block Name ❑ Sector Name ❑ Village Name ❑ Cluster Name ❑ Date of meeting ❑ Name/ code of the AWW who conducted the training ❑ Name/ unique code of each beneficiary ❑ Specific category (Adolescent/ pregnant/ Lactating/ other women (15-49 years)	✓ Number of PLA sessions completed by AWW ✓ Number of beneficiaries trained in each session ✓ Number of beneficiaries trained by each AWW ✓ Trends of training completed by district, block, village, caste, type of participant

2. Project 2 - Affordable Nutritious Foods for Women

Affordable Nutritious Foods for Women (ANF4W) is a development partnership with the private sector seeking to improve the nutrition of women of reproductive age, particularly during the critical window of pregnancy through the first two years postpartum. The project is operational in Bangladesh, Ghana, Kenya and Tanzania. The main focus is on women of reproductive age and developing local business models that are economically self-sustaining. Smallholder farmers and small- to medium-sized enterprises (SMEs) in the food processing industry are involved in the project, linking agriculture with nutrition security.

In Ghana ANF4W supports local food processors (SMEs) to develop food prototypes made from local agricultural commodities. These foods are fortified with the locally appropriate micronutrient formula to provide the nutrients women of reproductive age need.

In Bangladesh ANF4W explores innovative practices in nutrition sensitive agriculture including the use of micronutrient-enhanced inputs intended to increase the zinc content in rice. Training in agronomic methods, homestead food production and nutrition is provided for 2,000 smallholder farmer families to increase zinc content in rice and the supply and utilization of nutritious foods including zinc-enriched rice. The training sessions are held according the following schedule:
- Agronomic methods: 1 full day training followed by several field days followed by 1 full day refresher training in another rice season.
- Homestead Food Production: 2 half day trainings followed by routinely monitoring visits followed by 2 half day refresher trainings a year after the first training.
- Nutrition: 1 full day training plus 1 refresher training a year later

In Kenya and Tanzania ANF4W aims to increase the availability of fortified staple foods such as edible oil and flour. BASF and Mühlenchemie support local staple food millers in building technical staple food fortification capacity. GIZ supports government entities by building their capacity to regulate and monitor the production of fortified staple foods. Social marketing and nutrition communication campaigns accompany these interventions to improve the consumption of micronutrient rich foods by women of reproductive age.

This project has already completed data collection and data entry using site specific data management system and therefore no Data Entry feature is being incorporated in this software. Few output variable included in the software are:

- Nutrient rich foods named by women

- Mean zinc intake by area for adult woman

- Minimum Dietary Diversity- Women

- Household food security status

- Fortification logo observed

3. <u>Project 3- Improvement of Food Security for Mothers and Infants in Rural Areas in Tajikistan</u>

In Tajikistan, despite improvements over the last decade, under nutrition remains a significant public health problem. The objective of the project is to improve the nutrition situation of women of reproductive age, infants and young children in the project region. The project is divided into two main activity areas, namely (A) Improved Nutrition Related Services, and (B) Strengthened Multi-Sectoral Cooperation.

A. Improved Nutrition Related Services

1. Advisory service related to nutrition and basic-hygiene in selected health institutions:
   a) The improvement of the curricula for nurses in regard to nutrition.
   b) The improvement in continuous education in nutrition.
   c) Capacity building at PHC level (village nurses be supported in participating in training related to nutrition, the Republican Centre for Family Medicine (RCFM) be supported in mentoring and monitoring of health personnel at PHC level, PHC level nurses be additionally trained by a tablet based training course.
2. Counselling in nutrition and basic hygiene in selected villages and schools:
   a) Develop and implement a social behaviour change communication strategy
   b) Establish counselling in nutrition and basic hygiene at village level
   c) Establish counselling in nutrition and basic hygiene at school level
3. Advisory service to improve diversification of food availability at household level in selected villages:
   a) Establish counselling on food diversification
   b) Improve the diversification through the implementation of suitable micro-projects.

B. Strengthened Multi-Sectoral Cooperation

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The key implementing partner for this output is the SUN Multi sector Coordination Council (MSCC) and its Technical Working Group. The project will support the coordination function of this Coordination Council and support the national secretariat through capacity building. In addition, supporting the development of a Common Results Framework and the implementation of the multi-sectoral action plan will be additional tasks.

The Core Monitoring Level Indicators for Tajikistan project

Core Activity Input Indicator	Important variable to be captured
PHC Staff	
Educational/ advice sessions on Nutrition given to PHC staff (Nurses, midwifes etc.)	**-- Number of PHC staff trained in each session** **- Pre Knowledge score of each PHC worker (If applicable)** **- Post Knowledge score of each PHC worker (If applicable)**
Community Nutrition volunteers	
Training session conducted for training community nutrition in school/ villages	**-- Number of participants trained in each session** **- Session no. (This can be linked to the context of topics covered i.e. individual/ cooking demonstration)**
Training session conducted for training community nutrition volunteers in diversification of cultivation in kitchen gardens	**- Number of participants trained in each session** **- Session no.**
Beneficiaries/ Women in the Reproductive Age	
Training session conducted for beneficiaries	**- Date** **- Village, District, Oblast** **- Name/ code of the health worker who conducted the training** **- Number of participants trained in each training** **- Name/ unique code of each beneficiary** **- Specific category (pregnant/ Lactating/ NPNL)**

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5. Global Level Result Indicator

Food & Nutrition Security & Enhanced Resilience (FaNS) project –India under Health Sector Network- Innovative Fund 2017 proposes to create a global level software based system for entering, compiling and aggregating data of nutrition programmes in a systematic manner. This will be a knowledge management tool as it would be able to manage and synthesize nutrition based data from different programmes interventions supported through GIZ. By developing a digitized process monitoring system, micro-level intervention processes would be captured to improve delivery mechanism and its actual reach to the beneficiaries. Currently, the software encompass the key process indicators of the three projects in Nutrition across India, Central Asia and Africa. The monitoring data are captured at two levels- key intermediaries (farmer/health worker/ Small medium enterprise) and beneficiary level (women of reproductive age/children/ pregnant women) depending on the focus of the project. Moving on, it has been proposed to include global level results indicators for the three

- Food and nutrition security and enhanced resilience (FaNS)
- Affordable nutritious foods for women (ANF4W)
- Improvement of food security for mothers and infants in rural areas in Tajikistan

The Key global level indicators identified include:

1. **Minimum Dietary Diversity Scores (MDD-W) of Women (15-49 years)**

   Individual Dietary Diversity Score - Women (IDDS-W) was assessed based on a Total of 10 food groups (FAO/FANTA 2014) (Table 4, page 20). Only foods consumed in the minimum quantity of ≥15g (around one tablespoon) were considered. To calculate the prevalence of Minimum Dietary Diversity–Women (MDD-W), FAO recommends a cut-off point of 5 food groups. When a woman has consumed ≥5 food groups, a minimum dietary diversity is achieved. A high prevalence of MDD-W is a proxy for better micronutrient adequacy among women aged 15-49 years in the respective population (FAO/FANTA 2014).

2. **Minimum Adequacy Diet Scores of Children (MAD) (6-23 months)**
   The minimum acceptable diet for breastfed children age 6-23 months is defined as receiving the minimum dietary diversity and the minimum meal frequency. For non-breastfed children, achieving the indicator requires at least 2 milk feedings and furthermore, minimum dietary diversity has to be achieved without including milk feeds and the minimum meal frequency has to be met.

3. **Minimum Dietary Diversity Scores of Children (MDD) (6-23 months)**
   Minimum dietary diversity for children is defined as receiving foods from ≥4 of 7 food groups: 1) Grains, roots and tubers, 2) legumes and nuts, 3) dairy products (milk, yogurt, cheese), 4) flesh foods (meat, fish, poultry and liver/organ meats), 5) eggs, 6) vitamin-A rich fruits and vegetables, and 7) other fruits and vegetables

4. **Minimum Meal Frequency Scores of Children (MMF) (6-23 months)**

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Minimum meal frequency among currently breastfeeding children is defined as children who also received solid, semi-solid, or soft foods 2 times or more daily for children age 6-8 months and 3 times or more daily for children age 9-23 months. For non-breastfeeding children age 6-23 months it is defined as receiving solid, semi-solid or soft foods, or milk feeds, at least 4 times.

5. **Number of intermediaries show increase in knowledge in abc issue for x out of y topics.**
In each project different intermediaries like community health workers, nurses, midwives etc have been trained in different issues. Their baseline and end line knowledge scores will be captured and evaluated as result based indicators. The Intermediaries and topics covered in each project are enlisted below

Project	Intermediaries	Topic / Issue
FaNS	AWW/ other health workers (ANM,/ASHA/Supervisor)/ master trainers	Diversified nutrition practices for women and children Utilization of locally available food and claims for good quality services such as TPDS, ICDS etc.
ANF4W	Smallholder Farmers	Develop food prototypes made from local agricultural commodities
	Small to medium sized enterprises	Agronomic methods, homestead food production and nutrition
Tajikistan	PHC Staff	Nutrition and basic hygiene
	Community Nutrition Volunteers	Nutrition and basic hygiene

6. **Number of Intermediaries/ beneficiaries show increase in knowledge in abc issue for x out of y topics.**
In each project different beneficiaries like pregnant women, lactating mother, NPNL women etc are being trained. The beneficiaries and topics covered in each project are enlisted below

Project	Beneficiaries	Topic / Issue
FaNS	Women in reproductive age of 15-49 years, pregnant women, lactating women	Nutrition and basic hygiene
ANF4W	Women in reproductive age of 15-49 years	Nutrition diversity and hygiene practices Home Gardening

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Tajikistan	Women in reproductive age of 15-49 years, pregnant women, lactating women and Adolescents	Nutrition and basic hygiene Labour classes Cooking demonstration Kitchen garden cultivation.

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Data and Process Management Software
For Windows

User's Guide

Project: Using Digital Technology to create an Innovative Process Monitoring System for Effective Implementation of Nutrition Programmes to Improve the Nutritional Health of the Vulnerable Women and Children in Developing Countries

Developed by: FaNS, India

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Introduction

About ĭ –Monitor

i-Monitor is a windows based data and process management software designed as part of the Food &Nutrition Security & Enhanced Resilience (FaNS) project–India under Health Sector Network- Innovation Fund 2017. The software will act as a knowledge management tool for entering, compiling and synthesizing data from different nutritional intervention projects currently being undertaken by GIZ in a systematic manner.

This version of the software has currently incorporated the following projects currently being undertaken by GIZ in three different countries.

        a) Food and nutrition security and enhanced resilience (FaNS),

        b) Improvement of food security for mothers and infants in rural areas in Tajikistan (IFS Tajik).

        c) Affordable nutritious foods for women (ANF4W)

Minimum Computer Operating Environment

Software Licence Agreement:

This is an exclusive property of GIZ with all intellectual and user rights.

Installation requirement

- Processor: 1.8 gigahertz (GHz) or faster
- RAM: 2 GB or more
- Hard disk space: 500 GB

Operating System

- Windows 7, 8 or 10 (Windows 10 Preferable)
- Microsoft .net framework 4

Installing the Software

Start the setup program

Step	Action
1	Start Windows Explorer.
2	View the contents of the folder that contains the downloaded i-Monitor software files. Example: **c:\temp\I-Monitor Software** or **c:\temp** *[program name]*
3	Double-click the file **setup.exe**. Or Highlight **setup.exe** and press Return key.

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Follow installation instructions

Step	Action
1	Follow installation instructions to complete each prompt.
2	At the Replace file prompt(s), do not replace files unless instructed to do so by your system administrator.

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Running the Application

Once the software is installed, the application shortcut icon will be added to the start menu of the Windows and also a shortcut to this program will be created on the windows desktop. Locate for the i-Monitor software icon on the desktop or click on start and type *GIZ_Monitoring* to locate the program in the start menu program group. Double click this shortcut to launch the program.

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GETTING STARTED

Overview of the software

Double click on the GIZ software icon on the desktop. The software will launch and a screen similar to the following will open. The home screen will act as the console and will provide accesses to all the features of the software. The user will have to log in to have access to the software features.
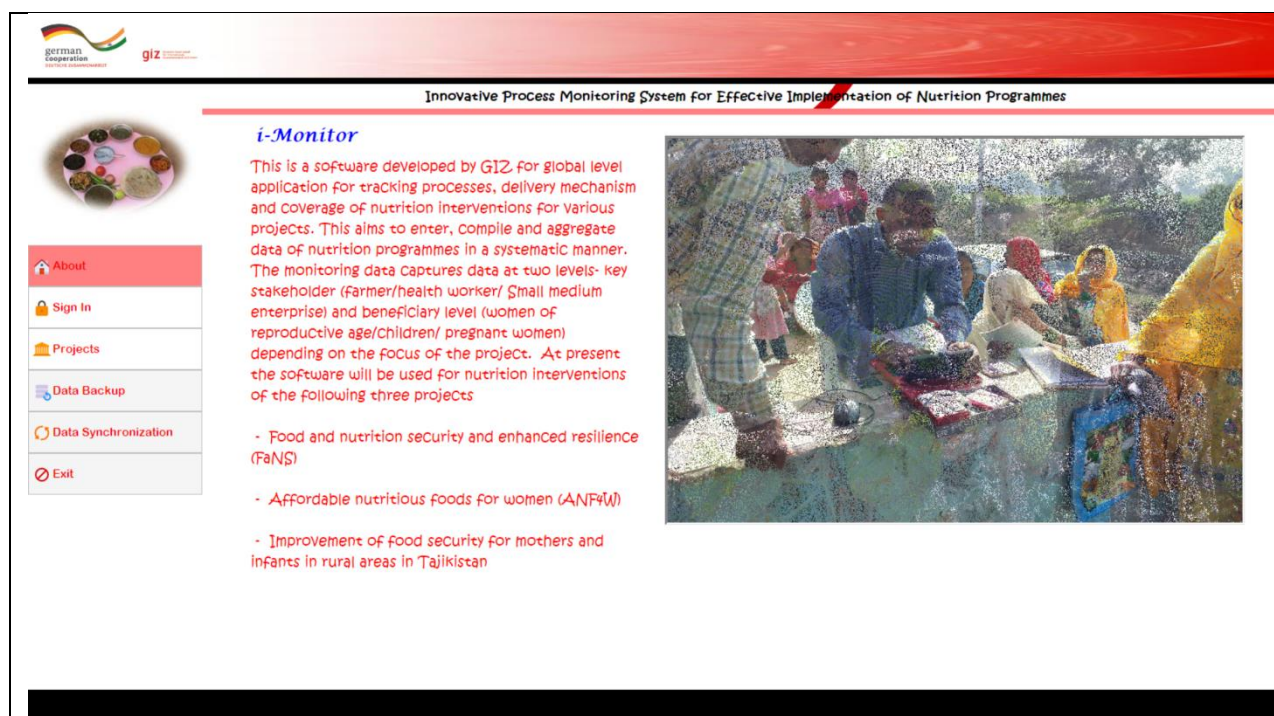
Home Screen

The home screen is divided into 2 vertical panels; the left panel has the menu bar while the remaining of the screen runs an automatic slide show depicting the different component of the ongoing projects. The menu panel has 6 different menu options which allow the user to utilize the various features provided by the software.

> **About:** On clicking the about button the main screen will display a brief summary of the purpose of this software and various projects that are being undertaken by the GIZ.

Sign in: Only authenticated users are allowed to use specific components of the software. The **Sign in** menu will allow the user to enter his/her login details and authenticate to use the different features of the software.

Project Menu Item–

The project menu item will enable the user to select the desired project and perform different tasks related to the project. Clicking the project Menu item will display the following three projects which are currently in the scope of the software.

- FANS: Food and nutrition security and enhanced resilience
- ANF4W: Affordable nutritious foods for women
- IFS Tajik: Improvement of food security for mothers and infants in rural areas in Tajikistan

The Project Menu item has a sub-menu with specific task related to the project.

About the projects

FANS: Food and nutrition security and enhanced resilience – This project has been implemented in two pilot districts of Sheopur and Chhatarpur in Madhya Pradesh. Under this project, for the scale up villages, capacities of nutrition frontline health workers so called Anganwadi Workers (AWW) are improved who in turn build the knowledge and skills of women in reproductive age on importance of nutrition diversity for women and children (6-23 months of age). For imparting nutritional knowledge, PLA (Participatory Learning and Action) training frame work has been developed, comprising of 20 meetings to be held with AWWs/ Beneficiaries. These training meetings are divided in to 4 PLA rounds and have been designed to enable communities to understand the issue of malnutrition and aspects that can be worked upon collectively towards mitigating factors responsible for same. In addition, for a focus group beneficiaries additional support (WASH, Kitchen Gardens, and gender awareness) has also been given. The knowledge scores of AWW are assessed after completion of each PLA training session.

ANF4W: Affordable nutritious foods for women–This project is seeking to improve the nutrition of women of reproductive age, particularly during the critical window of pregnancy through the first two years postpartum. The project is operational in Bangladesh, Ghana, Kenya and Tanzania. The main focus is on women of reproductive age and developing local business models that are

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economically self-sustaining. Smallholder farmers and small- to medium-sized enterprises (SMEs) in the food processing industry are involved in the project, linking agriculture with nutrition security.

In <u>Ghana</u> ANF4W supports local food processors (SMEs) to develop food prototypes made from local agricultural commodities. These foods are fortified with the locally appropriate micronutrient formula to provide the nutrients women of reproductive age need.

In <u>Bangladesh</u> ANF4W explores innovative practices in nutrition sensitive agriculture including the use of micronutrient-enhanced inputs intended to increase the zinc content in rice. Training in agronomic methods, homestead food production and nutrition is provided for 2,000 smallholder farmer families to increase zinc content in rice and the supply and utilization of nutritious foods including zinc-enriched rice.

In <u>Kenya and Tanzania</u> ANF4W aims to increase the availability of fortified staple foods such as edible oil and flour. Local staple food millers are supported in building technical staple food fortification capacity. GIZ supports government entities by building their capacity to regulate and monitor the production of fortified staple foods. Social marketing and nutrition communication campaigns accompany these interventions to improve the consumption of micronutrient rich foods by women of reproductive age.

IFS Tajik: Improvement of food security for mothers and infants in rural areas in Tajikistan - In Tajikistan, despite improvements over the last decade, under nutrition remains a significant public health problem. The objective of the project is to improve the nutrition situation of women of reproductive age, infants and young children in the project region. The project is divided into two main activity areas, namely (A) Improved Nutrition Related Services, and (B) Strengthened Multi-Sectoral Cooperation.

A. Improved Nutrition Related Services

4. Advisory service related to nutrition and basic-hygiene in selected health institutions:
    d) The improvement of the curricula for nurses in regard to nutrition.
    e) The improvement in continuous education in nutrition.

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f) Capacity building at PHC level

5. Counselling in nutrition and basic hygiene in selected villages and schools:

   d) Develop and implement a social behaviour change communication strategy

   e) Establish counselling in nutrition and basic hygiene at village level

   f) Establish counselling in nutrition and basic hygiene at school level

6. Advisory service to improve diversification of food availability at household level in selected villages:

   c) Establish counselling on food diversification

   d) Improve the diversification through the implementation of suitable micro-projects.

B. Strengthened Multi-Sectoral Cooperation

The project will support the coordination function of this Coordination Council and support the national secretariat through capacity building. In addition, supporting the development of a Common Results Framework and the implementation of the multi-sectoral action plan will be additional tasks.

*Data Entry- Data Entry-*This option can capture key nutrition indicators across GIZ Nutrition projects.

1. Food and nutrition security and enhanced resilience - Data can be entered for focus as well as scale up village. Data will be entered at two levels that is for training sessions conducted for health workers and beneficiaries. For health workers data can been entered for training session conducted at district/ village/ block level as well as tracking pre-post training knowledge scores. For beneficiaries, data can be entered for training sessions conducted by AWW for beneficiaries at district/ village/ block level. The details of beneficiaries like their caste, status (pregnant/ lactating/ NPNL, Adolescence/ Men) and training sessions due can also be entered using the software.

   - Affordable nutritious foods for women

     • This project has already completed data collection and data entry using site specific data management system and therefore no Data Entry feature is being incorporated in this software for this project.

- Improvement of food security for mothers and infants in rural areas in Tajikistan

  - PHC Staff

  - Community Nutrition Volunteers

  - Master Trainers

  - Teachers in selected schools

  - Beneficiaries (Women in reproductive age of 15-49 years & Adolescent girls)

Dashboard: This Dashboard for each project provides a graphical representation of the overall summary progress indicators. The Dashboard also has the provision of seeing the data by site/district wherever applicable.

Reports: This option can be used to generate various reports at block, district and state level. Different options for sorting data to generate need based tailored reports are available. The reports can be exported to different formats like in excel/ pdf formats.

Data Backup: This will help to take back-up of data and save in the memory of the system to preserve the data entered and generated.

Data Synchronization: This will help the user to synchronize the data from the database that have been backed up from the field based client computers in an external drive. It will automatically download data from the external drive and also upload the updated database in the drive. This updated database can be uploaded in the field computers for further data collection.

Exit: The user can quit the program by clicking on the exit button

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Using i-Monitor

Sign in

The software can only be used by the authenticated users. To start using the program the user should have a user name and password provided to him/her by the system administrator. If you have the user name and password go to the left hand menu and click on sign in button to bring the authentication login screen as given below. Enter the user name then enter the password, Select the project name from the drop down menu present in the project head, finally select your preferred language from the language drop down menu and click on "Sign In".

3.4   Exit System

To exit the software at any point of time, close all the open windows of the software and click on the exit button. Before exiting the software ensure that you have saved all the information that you have saved. Information that has not been saved will be lost.

Projects

The Project menu item lists the three projects as shown in the picture on right, based on authentication level the user can work the Individual project menu items.

Each individual project has further sub menu items related to specific components of the project.

For example the picture on right displays the three different components of Fans project.
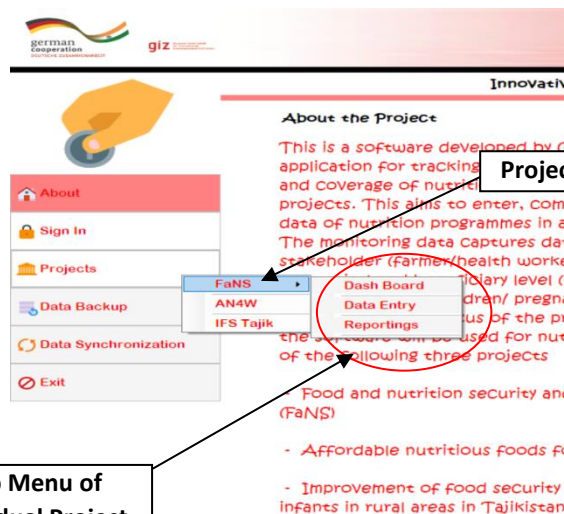
FaNS (*Food and nutrition security and enhanced resilience*)

The FaNS project has three major components. Click on Projects to list the current projects, Click on Fans which will display the sub menu items (Dash Board, Data Entry and Reporting) of the Fans Project. Details of each individual menu item are as given below.

4.2 DASH BOARD

The dashboard provides a comprehensive at a glance tool for providing basis statistics of progress indicators (The initial display on the screen is not customizable) however detailed reports can be viewed when required in the reporting submenu. Click on the dashboard menu item as shown below to open the dashboard window.

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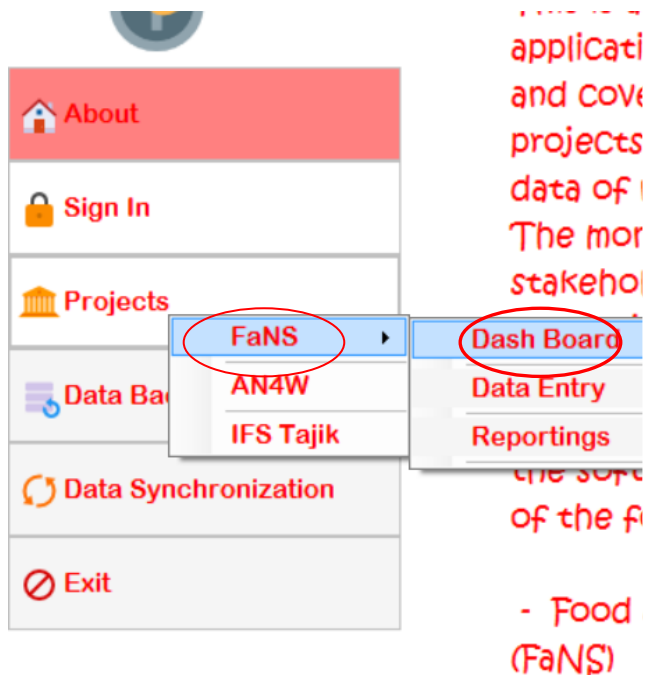
- The option for viewing the Dashboard is present in the FANS project under the project menu.
- Click on the project in the side bar menu options. A submenu with the name of three projects will appear. If you select the FANS project then a submenu with further three options for **Dashboard**, **Data entry** and **Report** will open
- Click on the **Dashboard** option.
- A progress bar as shown below will appear while the software will compile the data for the display.
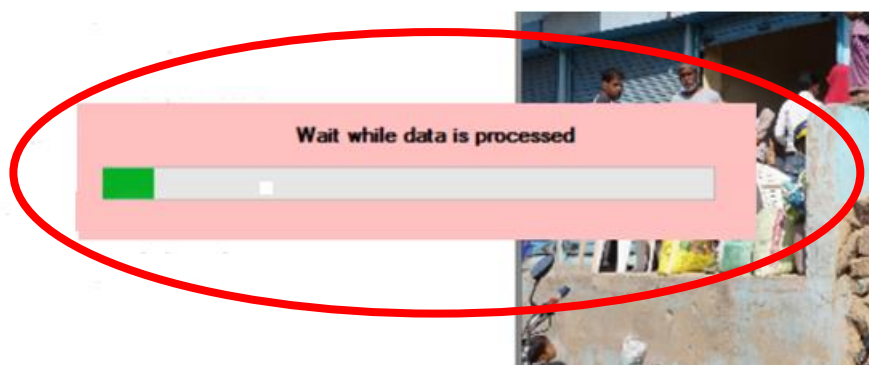
A screen similar to the one shown below will appear with graphical representation of data for the focus village, scale up villages and stake holders training. A total of 6 windows will give a comprehensive view at a glance for indicators of interest required for monitoring the progress of the project.

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Sample Dash Board
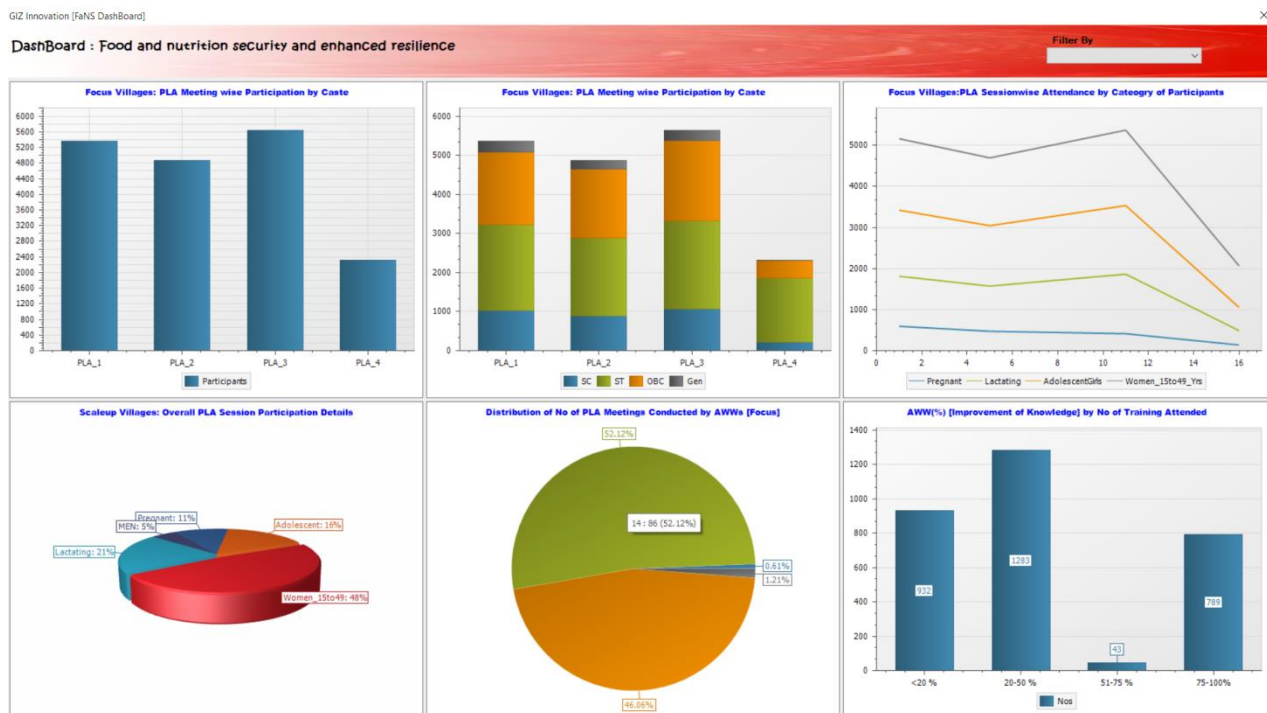
By default the Dashboard displays data on overall progress indicators, however the Filter by Option on the upper right corner of the screen allow the user to toggle between Overall and Individual site specific indicators.

Further, each of the above graphs can be customized according to the user. To change any attributes of the graph right click anywhere in the window of the graph which you want to change. This will bring up the context menu, click Customize and a customization screen similar to picture below will appear. User

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DashBoard : Food and nutrition security and enhanced resilience

Focus Villages: PLA Meeting wise Participation by Caste

Participants

Customize Chart
Save Graph

Scaleup Villages: Overall PLA Session Participation D
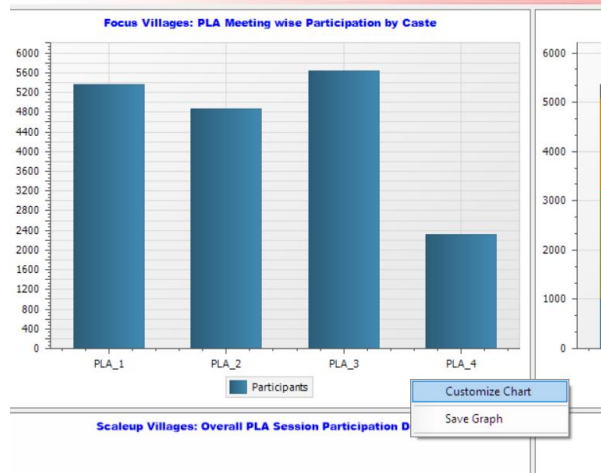
- Select edit from the popup menu
- A new window will open with all the option available to edit the graph
- Select and configure the desired parameters to customize the graph according to the need.

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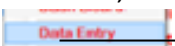
Saving the Graph

On the desktop screen select the Graph to save and right click, the context menu as shown right will open. Click the Save graph context menu and specify the location and desired filename. The graph will be saved as a JPEG image file.
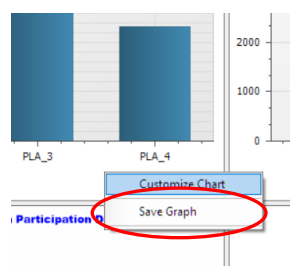
4.3   DATA ENTRY

The data entry feature of the software is designed to capture the data for the FANS project which is presently ongoing at 2 districts. To start the data entry process

- Go to the projects tab in the main menu on the left hand side of the main screen click on projects
- A sub menu with the name of three projects will open
- Click on the FANS tab, this will open up another sub menu with three options.
- Click on the ▭ Data Entry ▭ menu as shown in the screen shot below.
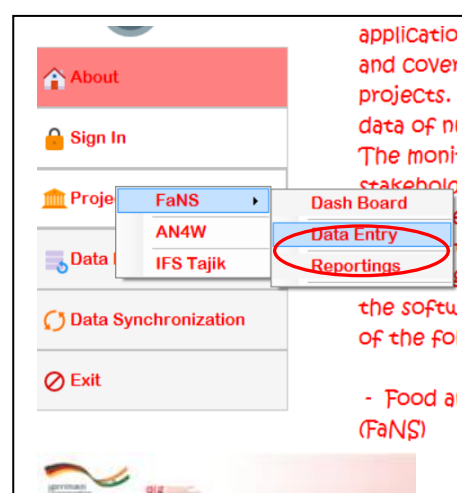
- The data entry screen will open as shown below.

The Fans Data entry screen has 2 main tabs, namely the Beneficiary Data entry tab and the Stake holder Tab. The beneficiary data entry tab have two pages for entering the PLA meeting attendance for the

Focus village and the Scale up Villages as shown below.

By default the tab with Beneficiary Data Entry for Focus Villages will open which will allow data entry for the women wise data for focus villages and the Scale up villages' data. The user can jump to each of this page by a click of the mouse on each of the tab

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Common Features for entering data.

Beneficiary data entry tab

Click on the women wise Data for Focus villages. To begin data entry for the beneficiaries in the focus village. The first level of data that needs to be entered are the district, block, village and AWW names as shown below.

- Select the name of the district, a drop down list will have the names of all the districts that are covered in the study

- Select the block name, similar to the above a drop down list will be available for selection

- Select the village name from the dropdown list by right clicking on the village name field

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- A list of Aganwadi workers (AWW) from the selected Block will be listed, select the AWW for which you wish to enter data.

- One the AWW is selected from the list of AWW, a list of women under that AWW will be shown in the grid as shown below.

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The user can select the woman for which data has to be entered from the list by double clicking the row in the Grid below with list of the women. Once double click the basic data like Age, SHG group member, Caste of that woman will be populated in the data entry panel (see below) of the screen. The next meeting number for which data is due will automatically be selected.

Data Entry Panel

- Enter the Date of Meeting by first entering the date followed by the month and then the year, and then click on the meeting attended tab and select yes or no

- Right click on the status of the women
- From the drop down list select the status of the women participant

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- Check whether the data entered is correct then finally press the [icon] icon for updating the database.

- The update data for the woman can be viewed in the list of woman displayed in the Grid below.

- The same process may be repeated for other women in the Grid.

- The Grid can be sorted by woman name to easily locate a woman from the list.

Note: The software will not allow skipping any meeting information for a beneficiary (woman), the user must need to first complete the data of the meetings in sequence, however data of previous meeting can be edited by changing the meeting number from the Drop down list and update the data. The Basis information if changed will be updated for all meetings.

The data for previous meeting can be edited by changing the meeting

Scale-up Village

For entering data of Scale-up Villages, click the **Scale-up Village** tab under **Beneficiary Data Entry** tab of the Data Entry Screen of FaNS project. The Scale-up village data entry screen will appear as shown below.

The data entry screen has 3 sections as indicated in the picture below, the first section pertaining to the information related to the cluster of the project for which information will be entered. The section-2 or middle section is the data entry section and the section at the bottom is for information purpose with the details of the data entered of the selected Aganwadi worker (AWW).

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To enter data for scale-up villages, select the information of the cluster the District , Block, Sector, Village name and cluster name in Section-1 of the data entry screen. The data entry section (Section-2) will be populated with the name of the Supervisor of that area and the AWW names for the selected cluster.

Enter data of Scheduled Date of Meeting, Date Meeting Conducted and Report Receive Date in DD-MM-YYYY format followed by the Meeting Number. Select the Supervisor of the cluster and AWW name from the drop down list of name of AWW workers. As soon as the AWW worker is selected the details of previous meeting conducted by AWW will be populated in Section-3 as shown above. The user can crosscheck the previously entered data to ensure all previous meeting data for this AWW is already entered. Complete rest of the information about the number of different participant types who attended the meeting. One data for all fields are entered review and click the 🖉 icon to save the data in the database. In case the meeting number entered is for an already entered meeting the user will be alerted whether the user wanted to update and existing meeting data. The user has the option of either selecting to go ahead with the updating of an existing meeting or cancel the operation to make the necessary correction in the meeting number field.

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AWW Training Data Entry

The second tab in the Data Entry of Fan's project has the data entry option for the AWW worker training data. To activate the tab click on the Tab marked AWW Training Data which will open up the data entry screen of the AWW training data as shown below.

There are two main sections in the data entry screen. In the top section data related to the location served by the AWWs are recorded. The bottom section records the data for individual training.

Select **District, Block,** and training sector and from the drop down list boxes, a list of AWW from the selected area will be populated in the list of AWW names drop box. Enter date of training and then select the AWW name from the drop down list for which you intend to record information. The details of previous meetings for this selected AWW will be displayed. Ensure that all previous meeting data for the AWW is entered and select the training round using the numeric up down key field for this data. Enter total questions administered, marks obtained in pre and post training in the appropriate columns. The Pre%, Post % and Improvement % will be auto calculated and will be displayed on the screen.

Click the icon to save the data in the database. Data can also be edited for existing meeting by selecting an existing meeting number in the meeting number column. Enter the data and once you click the button you will be prompted to confirm the update. Click Yes to confirm the update.

4.4   REPORTING
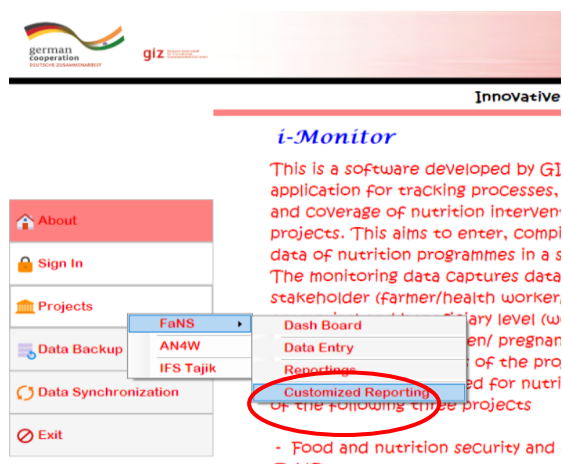
- For accessing the reports section, close all the active screens after saving the data.
- Right click on the projects menu to go to the FANS project and reporting sub menu.
- A popup screen will come-up as shown below.

The FANS Core Output Activity Indicator, has two main components 1. The project component; which has three radio buttons for the Focus villages, Scale up villages and Health worker Training Data. The second component is the output type.

- Select the project component by clicking the mouse on the desired field
- Choose the kind of output (data or graph)
- Select the desired report/chart from the drop down list.
- Click on the Go button

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Select the output format you would like to see. There are five options of output

1. Beneficiary Data for PLA Focus Villages (woman wise Data). This output will provide information details the Focus villages by the woman participants.
2. Data of PLA Sessions by month: this output will present the meetings details grouped by months
3. Data of PLA sessions by Quarter: this output will provide data grouped by each quarter of the year.
4. Data of PLA sessions by block:

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Save as PDF | Save as Excel | Print | Exit

Enter text to search... | Find | Clear

Drag a column header here to group by that column

District	Block_Name	Cluster Code	Village_N...	AWW_N...	BENF_N...	WOMAN...	SHG Member	Woman Age	Meet-1 Date	Attended Meet-1	Category Meet-1	Meet-2 Date	Attended Meet-2	Category Meet-2	Meet-3 Date	Attended Meet-3	Category Meet-3	Meet-4 Date	Attended Meet-4
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Kranti Rajak	1	No	22	14-03-2016	Yes	Pregnant	03-04-2016	No		19-04-2016	No		02-05-2016	No
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Ramkali Ku...	2	No	24	14-03-2016	No		03-04-2016	No		19-04-2016	No		02-05-2016	No
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Mamta Yadav	3	No	22	14-03-2016	No		03-04-2016	Yes	Pregnant	19-04-2016	Yes	Pregnant	02-05-2016	No
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Pram Kush...	4	No	20	14-03-2016	No		03-04-2016	Yes	Pregnant	19-04-2016	Yes	Lactating	02-05-2016	Yes
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Munny Kus...	5	No	24	14-03-2016	No		03-04-2016	Yes	Pregnant	19-04-2016	Yes	Pregnant	02-05-2016	Yes
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Ramkunwa...	6	No	23	14-03-2016	No		03-04-2016	No		19-04-2016	No		02-05-2016	Yes
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Kushaleya ...	7	No	22	14-03-2016	No		03-04-2016	No		19-04-2016	No		02-05-2016	No
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Sangeeta P...	8	No	21	14-03-2016	No		03-04-2016	No		19-04-2016	No		02-05-2016	No
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Savita Barar	9	No	28	14-03-2016	No		03-04-2016	No		19-04-2016	No		02-05-2016	No
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Sheela Kus...	10	No	32	14-03-2016	No		03-04-2016	Yes	Lactating	19-04-2016	No		02-05-2016	No
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Kamala Kus...	11	No	30	14-03-2016	No		03-04-2016	Yes	Lactating	19-04-2016	Yes	Lactating	02-05-2016	Yes
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Kamala Pal	12	No	27	14-03-2016	Yes		03-04-2016	No		19-04-2016	No		02-05-2016	No
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Chanda Ya...	13	No	22	14-03-2016	No		03-04-2016	No		19-04-2016	No		02-05-2016	No
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Shiya Pal	14	No	25	14-03-2016	Yes	Lactating	03-04-2016	Yes	Lactating	19-04-2016	Yes	Lactating	02-05-2016	Yes
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Saroj Patel	15	No	22	14-03-2016	Yes		03-04-2016	No		19-04-2016	Yes	Lactating	02-05-2016	Yes
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Gomti Patel	16	Yes	40	14-03-2016	Yes	Lactating	03-04-2016	No		19-04-2016	Yes	Lactating	02-05-2016	No
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Ramkunwa...	17	No	27	14-03-2016	No		03-04-2016	Yes	Lactating	19-04-2016	Yes	Lactating	02-05-2016	Yes
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Urmila Hira ...	18	No	22	14-03-2016	No		03-04-2016	Yes	Lactating	19-04-2016	Yes	Lactating	02-05-2016	Yes
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Parvati Sen	19	No	23	14-03-2016	No		03-04-2016	No		19-04-2016	No		02-05-2016	No
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Savita Rajak	20	No	21	14-03-2016	Yes		03-04-2016	No		19-04-2016	No		02-05-2016	No
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Meena Anu...	21	No	20	14-03-2016	Yes		03-04-2016	No		19-04-2016	No		02-05-2016	No

The above example shows the screen shot of a report generated for the beneficiary data for PLA focus villages by women. Each output will have all the information of each women for all the meetings. The data window can be scrolled from left to right to view the data for each AWW and the women beneficiary enrolled under her.

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Custom Reporting

The user will be able to select the desired grouping and summary variables from the data and generate the desired report. Click custom report from the Fans menu under Project Menu item. This will bring up a screen similar to as shown below. Select the project component from the Drop down list. This will list all available fields in the left panel as shown below. Select desired fields and click the >> button for which you want to group data in the upper right section marked as Grouping Variables. Repeat the same process for the variables to aggregate data in the bottom right section. Once done click the Show Data to generate the desired output.
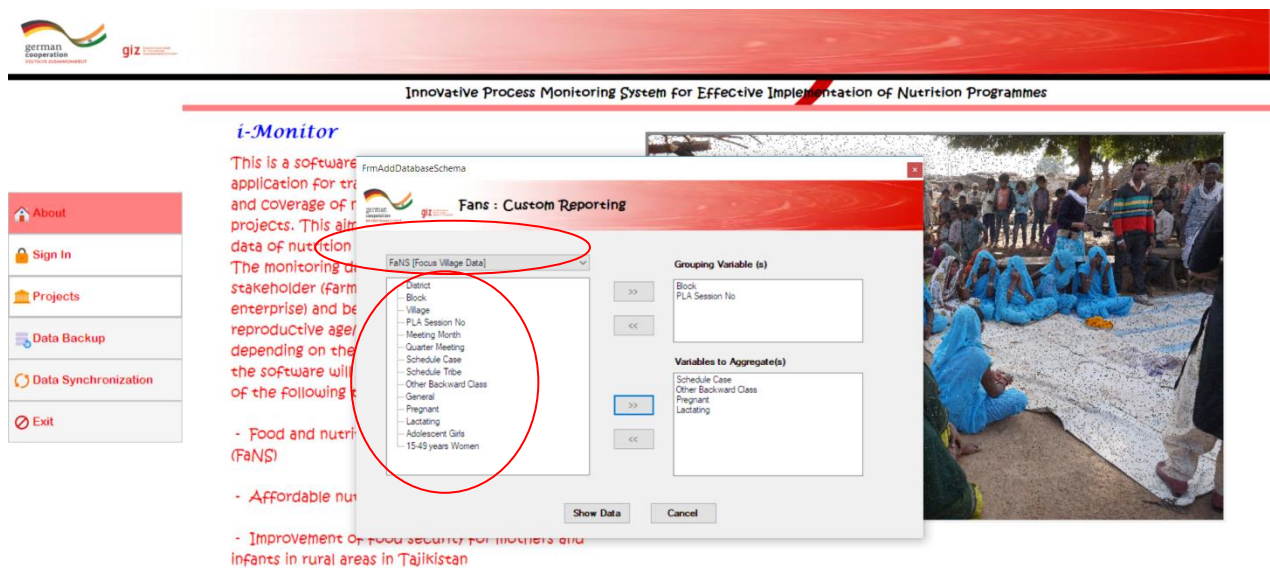
Each data output screen will have the following features on the left hand top corner for

- Saving the output file as a PDF
- Printing the output file
- Saving the file as an excel file
- Search the output for a specific parameter
- An option to drag a column header to group the data by that column.

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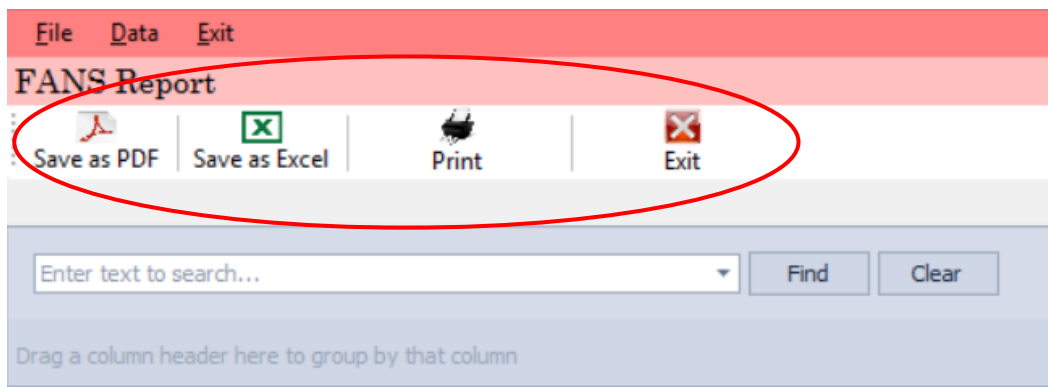
To save the file in PDF or Excel, click on the save as PDF or the Save as Excel buttons
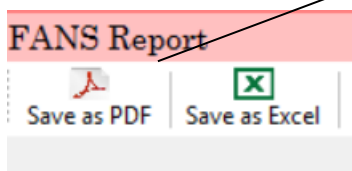
Enter the file name and select the folder where you want to save the file and press enter.
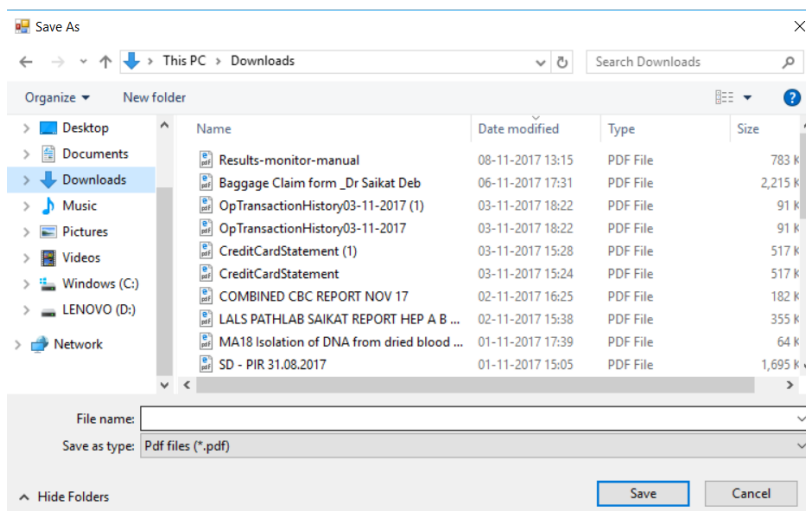
- To print the output file click on the print button.
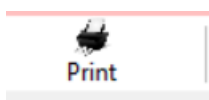
- To exit the screen click on the exit button.

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Exit

- The Find Panel provides an easy way of searching against visible columns. Displayed on the left hand top of the screen above the data, the panel contains a search box where you can type a search string.

District	Block_Name	Cluster Code	Village_N...	AWW_NAME	BENF_NAME
Chhatarpur	Rajnagar	C1	Chobar	Shudha Patel	Shiya Pal
Chhatarpur	Rajnagar	C2	Bhuska	Pushpa Singh	Kalishiya Ahirwar
Chhatarpur	Rajnagar	C9	Pipat	Rajni Pateriya	Mithila Vanshiya P...
Chhatarpur	Rajnagar	C10	Pipat	Parvati Patel	Pooja Shiyaram Patel
Chhatarpur	Rajnagar	C19	Pipariya	Sarojraja Bundenla	Shiya Kushwaha
Chhatarpur	Rajnagar	C37	Nahdora	Padmani Mishra	Shiyarani Mishra
Chhatarpur	Rajnagar	C44	Silawat	Sudha Rajpali	Kushiya Ahirwar
Chhatarpur	Rajnagar	C57	Parwa	Kalabati Mishra	Koshiya Ahirwar
Chhatarpur	Bijawar	C82	Mahuajhala	Meena Sen	Ashiya Khan
Chhatarpur	Bijawar	C87	Devari	Keshar Vishvakarma	Shiya Pal

- Enter a search string in the search box. In most cases, rows are filtered automatically after a short while.
- In some cases (mostly when the grid is bound to a large amount of data), you need to press the Find button to manually start the search.

BENF_NAME
Shiya Pal
Kalishiya Ahirwar
Mithila Vanshiya P...
Pooja Shiyaram Patel

- The search item will be shown as highlighted text.

Grouping data

The data displayed in the output can be grouped by any of the column headers like district, block name, beneficiary name etc. For grouping the data by a specific column do one of the following

- Drag a column header from the column header panel to the group panel.

Village_Name ▲					
District	Block_Name	Cluster Code	AWW_N...	BENF_N...	WOMAN...
▲ **Village_Name: Alpura**					
Chhatarpur	Bijawar	C90	Rekha Raja	Poonam Ba...	1
Chhatarpur	Bijawar	C90	Rekha Raja	Durgabai R...	2
Chhatarpur	Bijawar	C90	Rekha Raja	Gyanvati R....	3
Chhatarpur	Bijawar	C90	Rekha Raja	Lachchhibai...	4
Chhatarpur	Bijawar	C90	Rekha Raja	Sapna Rajp...	5
Chhatarpur	Bijawar	C90	Rekha Raja	Rekha Raja	6
Chhatarpur	Bijawar	C90	Rekha Raja	Sajjo Rajpoot	7

- If required the data can be further grouped by other column headers or variable names, as shown below

Village_Name ▲						
AWW_NAME ▲						
District	Block_Name	Cluster Code	BENF_N...	WOMAN...	SHG Member	Woman Age
▲ **Village_Name: Alpura**						
▲ **AWW_NAME: Rekha Raja**						
Chhat...	Bijawar	C90	Poonam Ba...	1	No	33
Chhat...	Bijawar	C90	Durgabai R...	2	No	26
Chhat...	Bijawar	C90	Gyanvati R...	3	No	25
Chhat...	Bijawar	C90	Lachchhibai...	4	No	26
Chhat...	Bijawar	C90	Sapna Rajp...	5	No	19
Chhat...	Bijawar	C90	Rekha Raja	6	No	31
Chhat...	Bijawar	C90	Sajjo Rajpoot	7	No	30
Chhat...	Bijawar	C90	Jyanti Rajp...	8	No	27
Chhat...	Bijawar	C90	Anita Rajpoot	9	No	24
Chhat...	Bijawar	C90	Bandna Raj...	10	No	24

- The other method of grouping the data without dragging the column headers is to Right-click a column header and select **Group By This Column** from the context menu. Repeat this process if you further want to group the data.

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Ungrouping the data:

- Right-click a grouping column's header and selecting the **UnGroup** from the context menu.

- To remove grouping by all columns, right click the group panel and select **Clear Grouping** from the context menu.

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Focus Villages: PLA Session Wise Participation by Caste

Meeting No	SNO	SC	ST	OBC	Gen	Participants	Pregnant	Lactating	Adolescent Girls	Women_15to49_Yrs
PLA_1	1	1027	2188	1864	282	5361	595	1219	1609	1741
PLA_2	2	902	2065	1701	279	4947	497	1160	1399	1720
PLA_3	3	872	2010	1658	249	4789	475	1159	1384	1625
PLA_4	4	997	2080	1782	266	5125	495	1133	1509	1823
PLA_5	5	889	2001	1758	216	4864	474	1100	1471	1653
PLA_6	6	952	2187	1982	263	5384	461	1294	1630	1794
PLA_7	7	968	2101	1954	249	5272	449	1283	1665	1669
PLA_8	8	923	2172	1903	253	5251	419	1284	1663	1682
PLA_9	9	939	1984	1908	241	5072	391	1296	1556	1649
PLA_11	11	1076	2242	2063	264	5645	415	1450	1671	1837
PLA_12	12	1155	2162	2299	349	5965	451	1532	1834	1951
PLA_13	13	1174	2050	2434	338	5996	470	1576	1842	1891
PLA_14	14	1063	2129	2153	302	5647	438	1391	1808	1799
PLA_15	15	1068	2012	2088	290	5458	372	1339	1762	1803
PLA_16	16	223	1638	443	13	2317	140	350	566	1013
PLA_17	17	0	49	0	0	49	0	14	4	27

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Meeting No	SC	ST
1	747	

- The Graphical output will give the summary graph and the data base below the graph (as shown above)
- The Data output will give the data as shown below (example shown by meeting)

Tajik software

IFS Tajik: Improvement of food security for mothers and infants in rural areas in Tajikistan The project is divided into two main activity areas, namely (A) Improved Nutrition Related Services, and (B) Strengthened Multi-Sectoral Cooperation.
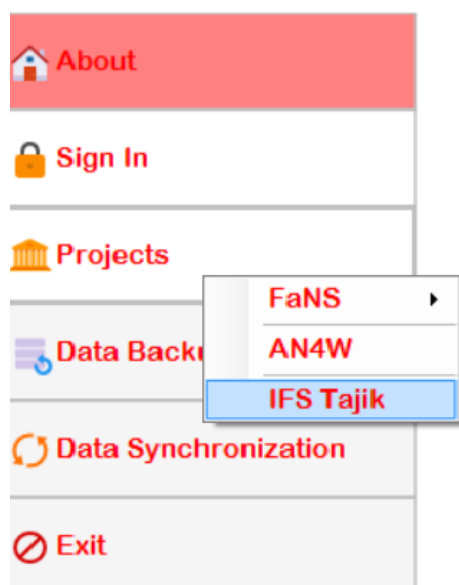
The IFS Tajik project can be accessed from the main menu in the left side of the main screen.

The IFS Tajik component has four main components

- Dashboard
- PHC Staff
- Community volunteers
- Nutritional Data

Each of the menu items are present on the left hand panel in the main screen of the IFS Tajik project as shown below.
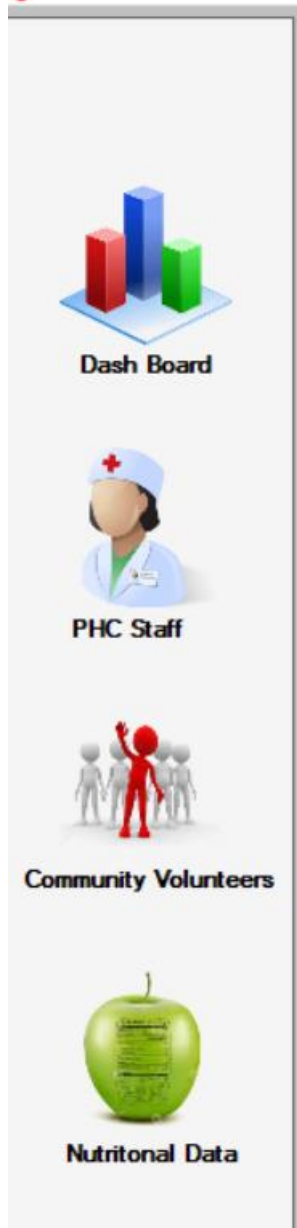
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Dash Board

PHC Staff

Community Volunteers

Nutritonal Data

Dashboard: This Dashboard for each project provides a graphical representation of the overall summary progress indicators. The Dashboard also has the provision of seeing the data by site/district wherever applicable.

PHC Staff: The menu icon gives access to the data entry for entering information/data on the PHC staff training and the Training of Beneficiaries.

Community Volunteers: This menu icon gives access to enter the data for the training of community nutrition volunteers and then further training of village schools.

Nutritional data: The nutritional data component of the project would enable the user to import nutritional indicator data being calculated in an excel sheet to the database and generate reports/charts. Data from multiple sites /worksheet can be merged and user will be able to generate comparison of different

- To start entering data for the PHC staff click on the PHC Staff icon a submenu will give 2 options. First option will be to enter data for the PHC staff Training and the second option will be for Training of Beneficiaries. Click on the one you want to enter data for.
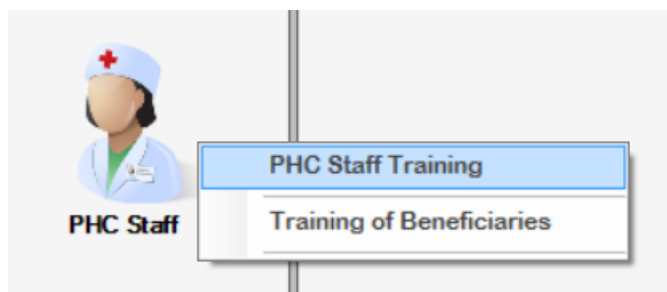
- For the PHC staff training a screen as shown below will open. With menu options to save, exit and other functions on the left top of the screen.

- Select the PHCU/Training center from the drop down list

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- The name of the District and the Name of the OBLAST will automatically appear on the right side of the screen.

- Add the training number and the total number of participants.

- A pop up menu will prompt to enter the Intermediaries' code and the Intermediaries' name.
- Select the name of the stake holder and click on select staff
- The Staff code and the Name of the Staff will automatically appear in the columns below, thereafter enter rest of the information like the "total number of question' "score" etc, in the blank spaces provided in the sheet.

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- In case the information you are entering has already been entered a pop-up window will prompt you, as shown below.
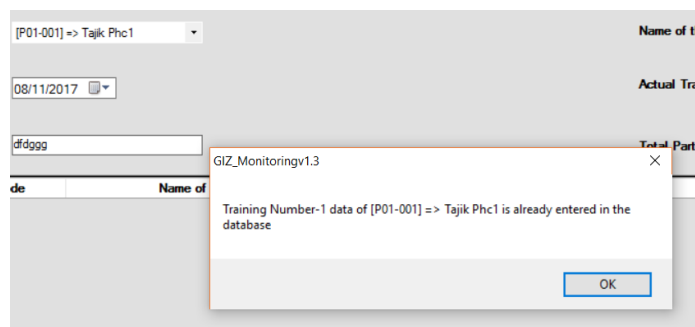
Adding New PHC staff

- To add a new staff click on the **+** sign

- A new pop up window will open as shown below
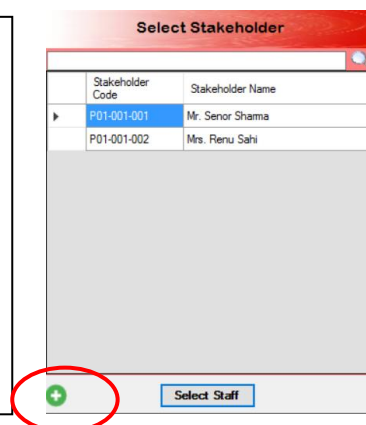
- Select the name of the training centre/PHC

- Enter the details of the new PHC staff/CNV staff and click "Add Staff"

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Adding New PHC

- To add a new PHC go to the main menu bar located at the left top of the main screen. Click on the New PHC tab.
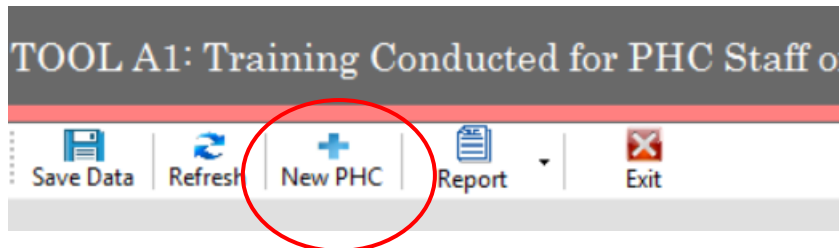
- A pop up window will appear for adding facility information as shown below. Select the district from the drop down list
- Add the name of the PHC/Training centre
- Select the type of centre from the drop down list
- Add any description to the above fields provided box and click on add.

- Refresh the data screen. This feature enables to completely remove all the data that has been selected during entry. Only click this if you want the whole screen to be refreshed.

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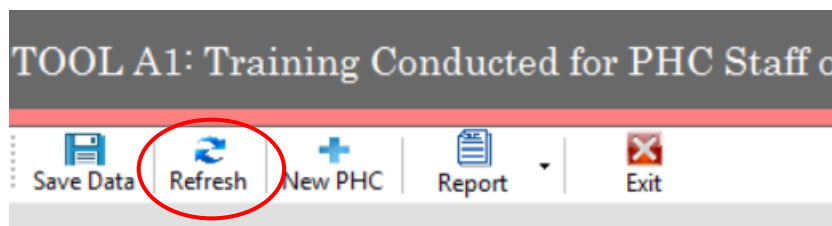
- Report: The report menu enables the user to generate a completer report on the staff training and the on the trainings conducted by month.
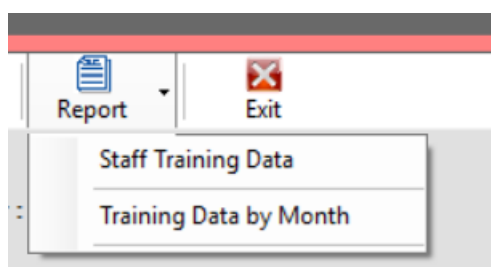
- To generate a report of the staff training data click on the sub menu as shown above. The screen shown below will appear.

- The Find Panel provides an easy way of searching against visible columns. Displayed on the left hand top of the screen above the data, the panel contains a search box where you can type a search string.

- Enter a search string in the search box. In most cases, rows are filtered automatically after a short while.

- In some cases (mostly when the grid is bound to a large amount of data), you need to press the Find button to manually start the search.

- The search item will be shown as highlighted text.

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Grouping data

The data displayed in the output can be grouped by any of the column headers like district, block name, beneficiary name etc. For grouping the data by a specific column do one of the following

- Drag a column header from the column header panel to the group panel.

- If required the data can be further grouped by other column headers or variable names, as shown below

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- The other method of grouping the data without dragging the column headers is to Right-click a column header and select **Group By This Column** from the context menu. Repeat this process if you further want to group the data.

Ungrouping the data:

- Right-click a grouping column's header and selecting the **UnGroup** from the context menu.

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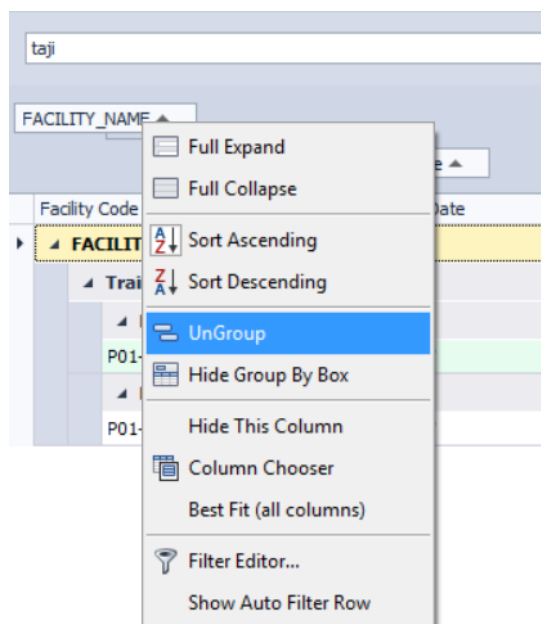
- To remove grouping by all columns, right click the group panel and select **Clear Grouping** from the context menu.
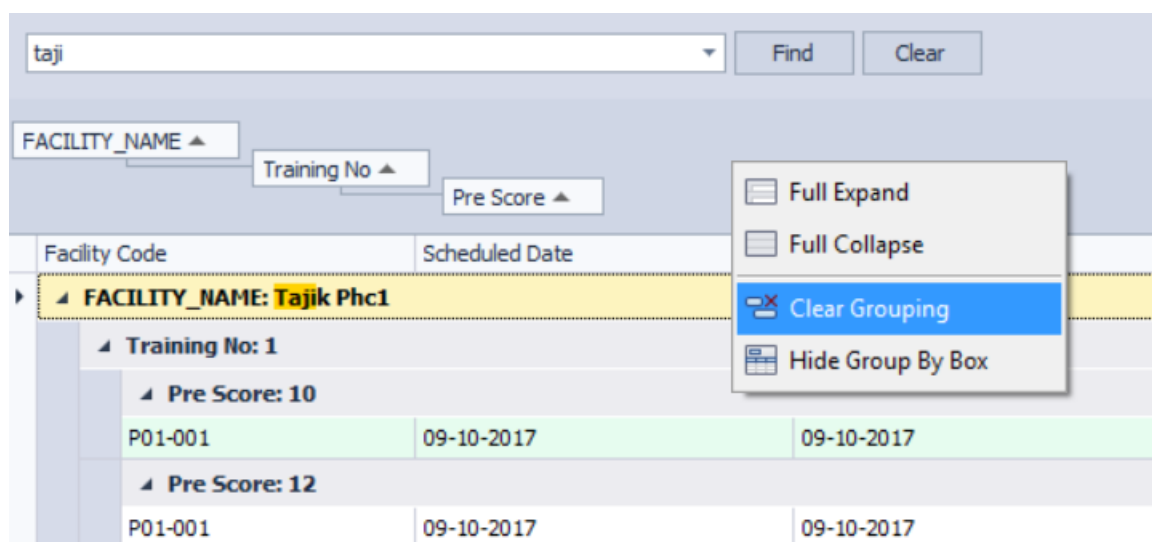
Training of Beneficiaries:

- To start entering data for the Training of beneficiaries click on the PHC Staff icon a submenu will give 2 options Click on the second option will be for Training of Beneficiaries.
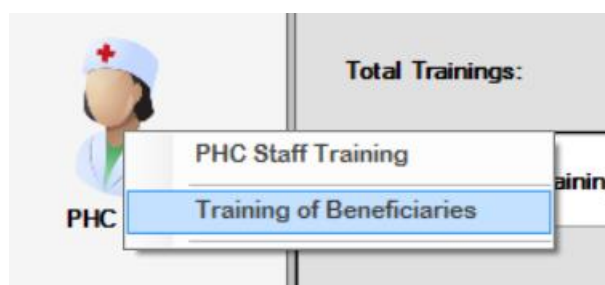
- For the Training of Beneficiaries a screen as shown below will open. With menu options to save , exit and other functions on the left top of the screen.

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TOOL A2: Monthly Training Conducted by Trained PHC Staff for the Beneficiaries

- Select the PHCU
- The name of the district and the Name of the OBLAST will appear automatically
- Select the total Training
- From the type of the training select Orientation or Refresher


- When you click on the Health staff Code a popup will appear to select the staff

- Select the staff and enter the rest of the data.
- Press the save icon to save the data.
- For generating reports of the entered data click on the reports menu button. Three types of reports can be generated as shown below.

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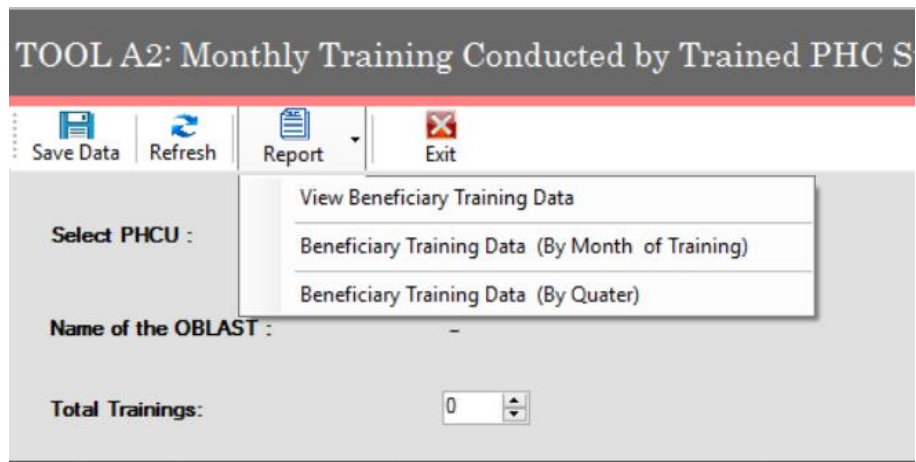
- You can view the Beneficiary Training data, the Beneficiary Training Data by the month of training and the Beneficiary training Data by Quarter.
- For grouping data please refer o page 38-----page 40.

Community volunteers.

- For entering data on the Community volunteers. Click on the Community volunteers tab on the left hand panel.
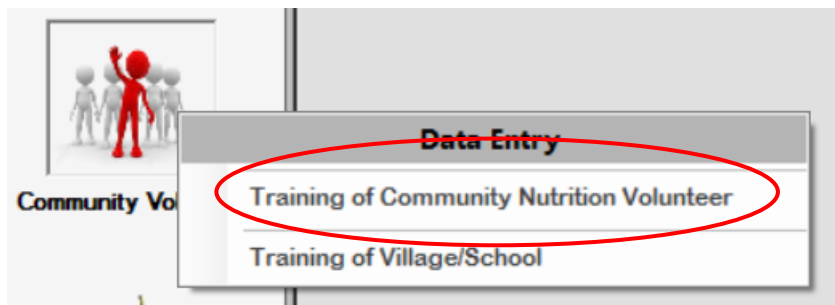
- Data for the Training of Community Nutrition Volunteers and the Training of Village Schools options is available.
- Click on the desired Data entry sub menu button.
- For the Training of community Nutrition volunteer a screen as shown below will open. With menu options to save, exit and other functions on the left top of the screen.

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- Select the PHCU/Training center from the drop down list

- The name of the District and the Name of the OBLAST will automatically appear on the right side of the screen.

- Add the training number and the total number of participants.
- Select the name of the stake holder and click on select staff

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- A pop up menu as shown above will prompt to enter the Intermediaries' code and the stake holder's name.

- The Staff code and the Name of the Staff will automatically appear in the columns below, thereafter enter rest of the information in the blank spaces provided in the sheet.

- For adding a New Training Center click on the icon add New Training Center from the main menu bar in the left top of the screen.
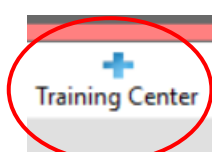

- A pop up window will allow you to enter the new training center as shown below

- Select the district from the drop down list and enter the name of the PHC or Training Centre
- Select the type of centre from the drop down list
- If you require to add any comments or description add it in the space provided in the other descriptors window
- Press the add button to enter all the information of the new PHC or Training Centre.

- Clicking on the Refresh data will remove all the data that has been entered at any point of time which HAS NOT BEEN SAVED
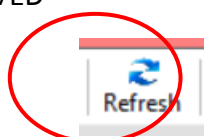
Training of village and school.

- To start entering data for Trainings conduced in the villages/school click on the community volunteers icon and further click on the Training of Village/school tab
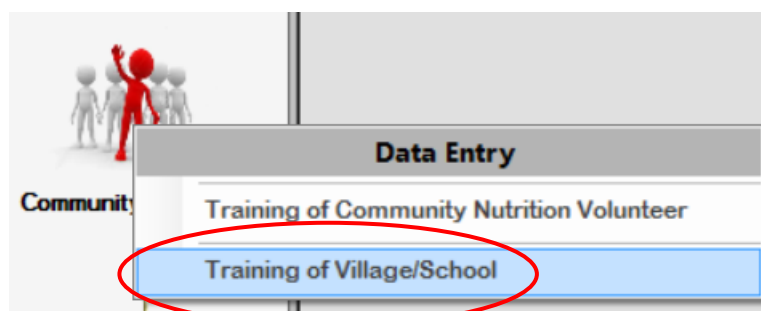
- The main screen for the trainings conducted in the village/schools will open with menu options to save, exit and other functions on the left top of the screen as shown below.

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Tool B2: Training Conducted by Trained Community Nutrition Volunteers for the Beneficiaries

	S.No	Training Date	Type of Training	CNV Staff Code	CNV Staff Name	Session#	Cluster No#	Shool/Village	Participants #	Adolescent Girls#	NPNL WOmen#	Pregnant Women#	Lactatiing#

Select Training Center :

Name of the OBLAST :

Total Trainings:

Name of the District :

Training Month : 11/2017

Select Training Center : [T01-001] => Rerat

Name of the OBLAST : Oblast-1

Total Trainings: 1

- Select the name of the Training Centre from the drop down list as shown.

Name of the District : Temurmalik

Training Month : 11/2017

- The name of the district will automatically appear once the training centre is selected.

Type of Training

Nutrition
Hygiene Counselling
Cooking Demonstration

- Click on the type of training. A drop down list with three options will appear. Select the one which you want to record.

- A popup window will prompt you to select the name of the Intermediaries and code

Tool B2: Training Conducted by Trained Community Nutrition Volunteers for

- To add a new Intermediaries' name click on the green button located in the left lower corner of the pop up window.

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- To add the name of a new village/school go to the main menu bar located in the left top corner of the main screen and click on village/school button.

- A pop up window for Adding facility information will appear

- Select the district from the drop down list
- Enter the name of the village/school
- From the drop down menu select the type of centre
- And click on the add button

Report: The report menu will enable the user to generate a complete report on the monthly and quarterly beneficiary training data.
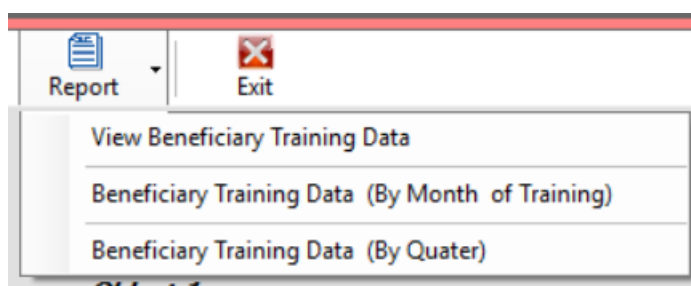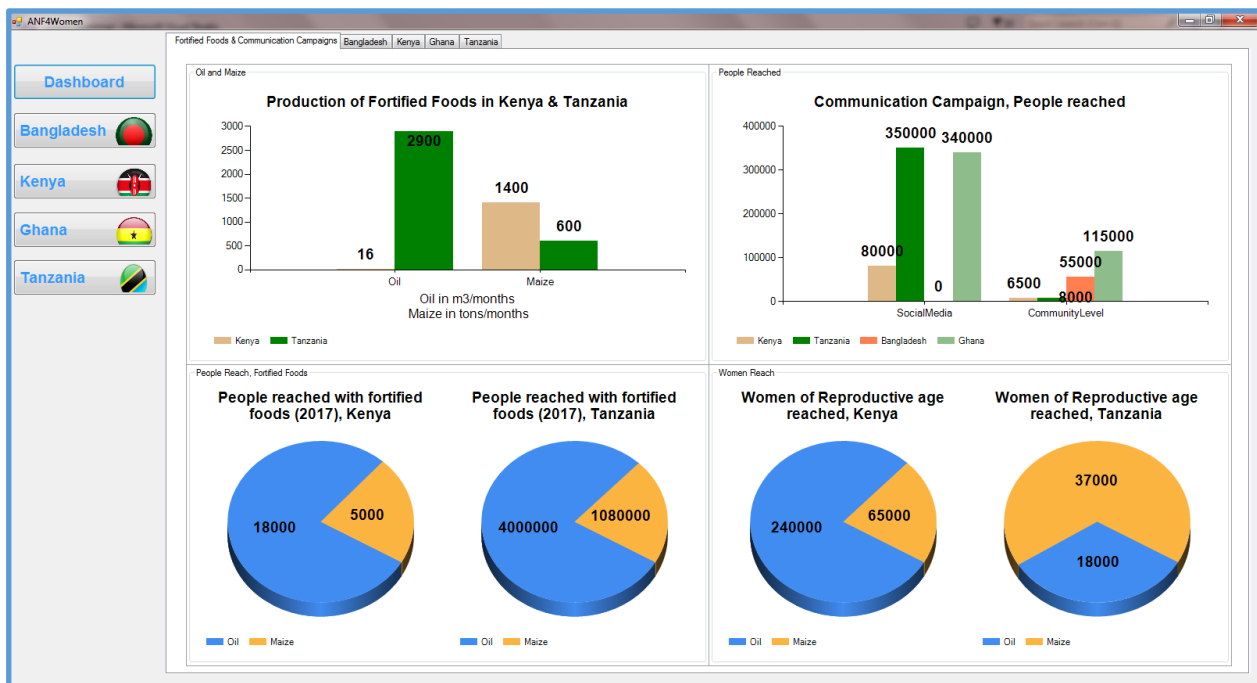

Click on the report you want to generate

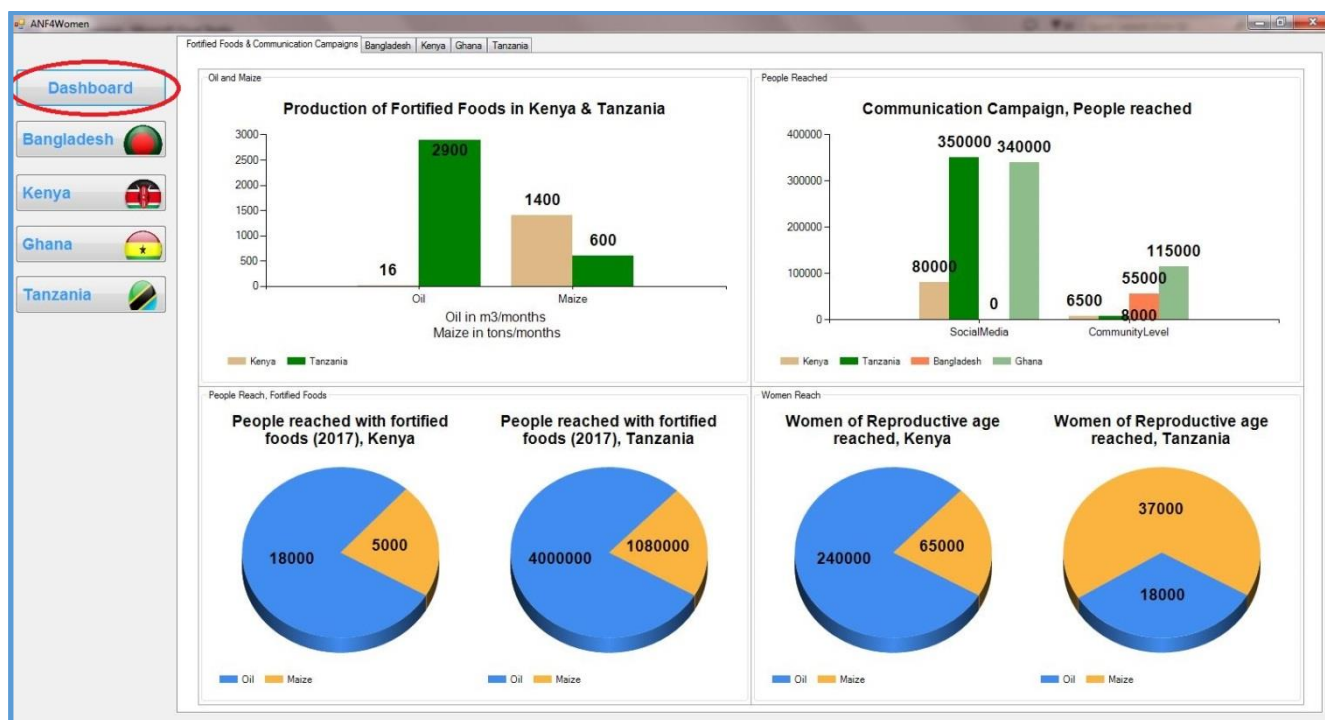A report will be generated

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ANF4W components and represent the data into charts

      a. Dashboard

      b. Bangladesh

      c. Kenya

      d. Ghana

      e. Tanzania

1. A screen shot of the designed dashboard is shown below.

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The above dashboard displays the comparison of Oil and Maize for Kenya and Tanzania, social media reach, people reach etc.

2. Second component is chart representation for individual components for Bangladesh is being measured for the Midline and End line results for like variety vegetables, Household food security, minimum dietary diversity among women etc.

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3. Third component is chart representation for individual components for Kenya is being measured for the Midline and End line results for like variety vegetables, Household food security, minimum dietary diversity among women etc.
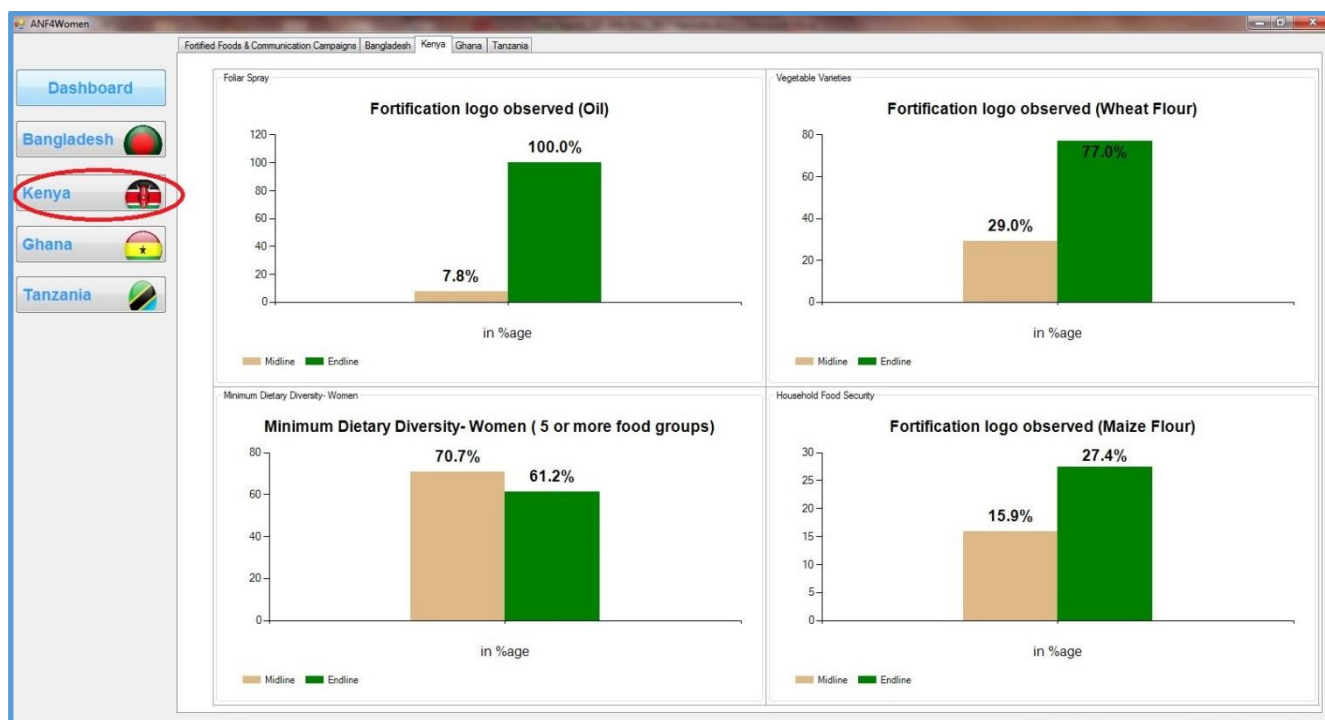
4. Fourth component is chart representation for individual components for Ghana is being measured for the Pregnant Women and Non Pregnant Women results for like

Access to safe drinking water, Household at risk for poverty, mean dietary diversity etc.

5. Fifth component is chart representation for individual components for Tanzania is being measured for the Urban and Rural results for like Children Fortified Foods, Consumption of single food diary, Consumption of single food egg etc.

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Code Level Details

Project is being developed using ASP.NET VB Winforms, accordingly the folder/File details are mentioned below with the internal content and purpose.

| Folder/File Name	Details
Images	It contains all the images for the country flags
WindowsCharting.cs	It contains the basic chart designs which generates the different type of charts like line chart, bar chart, pie chart etc.
Form2.vb	The actual form, which contains all the code for the components.

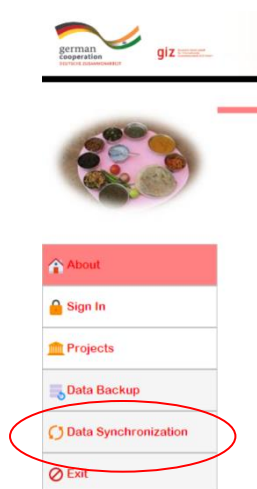i-MONITOR
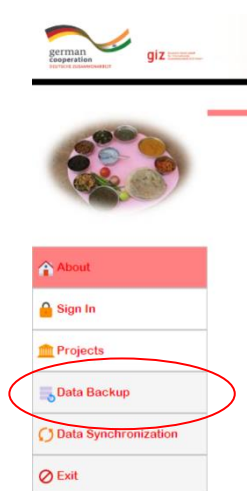
Data Backup

Database Backup icon on the Menu screen window provides an automated tool to take backup of the database from the data entry computers. Click on the database backup button, it will bring up the explorer to select the location where you want to save your database backup. Select the desired backup location in your computer hard disk or external drive.
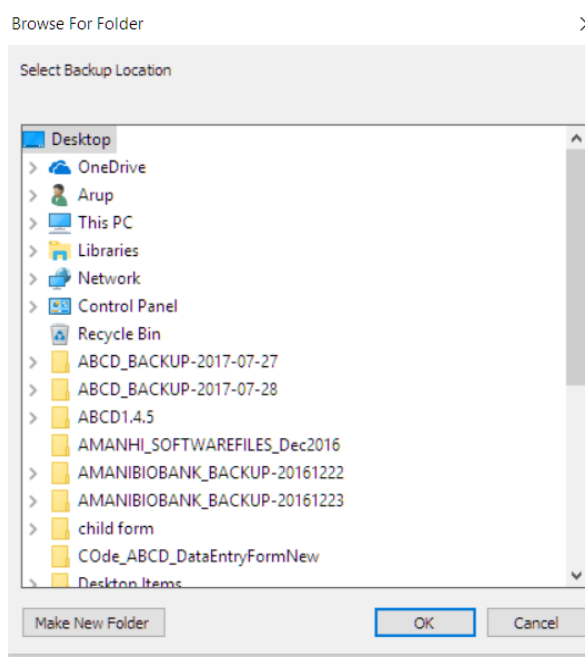
Click OK, A backup folder in the named format <<GIZ-Innovation-YYYY-MM-DD>> (YYYY , MM and DD represents the Year, Month and Day the backup was taken) will be created.

A subfolder inside this will also be created to identify the computer name from which the backup was taken, e.g if the computer name of the machine from which backup was taken on 1st Dec 2017 is GIZ-01 the backup will be created in the destination drive as Giz-Innovation-20171201\ Giz-Innovation GIZ-01-2017-12-1\dbGIZ_Monitoring.mdb. The backup folder can be zipped and shared with the central office for merging into single centralized database.

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Data Synchronization

The data synchronization tool will enable to merge data from different site machines to single centralized database. This will enable data from multiple projects can be downloaed in a centralized database and montioring of different projects can be

Click on the picture titled **Data synchronization**. It will ask you to select the database location. Select the backup folder

undertaken. To synchronize the databases select the **Data synchronization** menu item as shown in the left column. This will bring up the data merging screen as shown below.
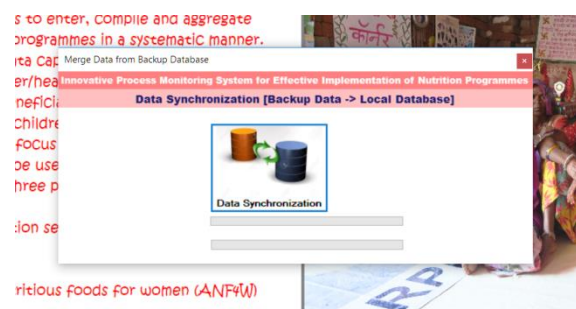
being created as part of database backup procedure. *Ensure that you select the topmost folder and not the machine specific site folder.*

Click Ok and the database synchronization operation will be stated automatically.

A progress bar will keep you informed about the progress with the Data synchronizaton.

REPORT OF PRE-TESTING MEETING FOR SOFTWARE AT TAJIKISTAN

Pretesting meeting was scheduled in the month of October. Software prototype and Monitoring forms were developed in consultation with GIZ team in Tajikistan. Various Intermediaries like Ministry of Health (Head, MCH & Nutrition), UNICEF, and World Food Program in the country were sensitized about the software prototype. The implementing agencies: Aga Khan Foundation and Mountain Societies Development Support Programme were also sensitized regarding the implementation, demonstration of the software and the forms. Implementation of software in the project is targeted for early next year

SOFTWARE TRAINING WORKSHOP FOR MONITORING OF FANS IN BHOPAL

The training was done in the month of November. NGO participants (10) from Chhatarpur and Sheopur were trained in using the software. Challenges faced while entering the data on the software were identified. Feedback on training module was obtained. Previous data (excel based) already uploaded in the software. Data entry directly on the software has been initiated
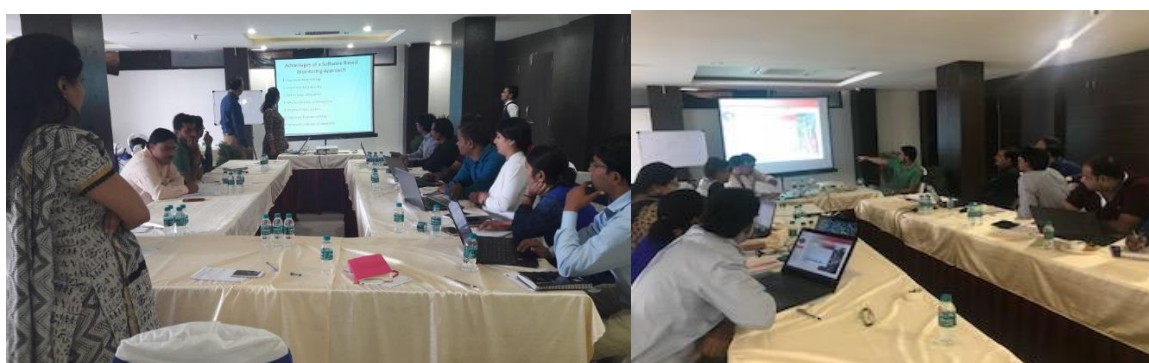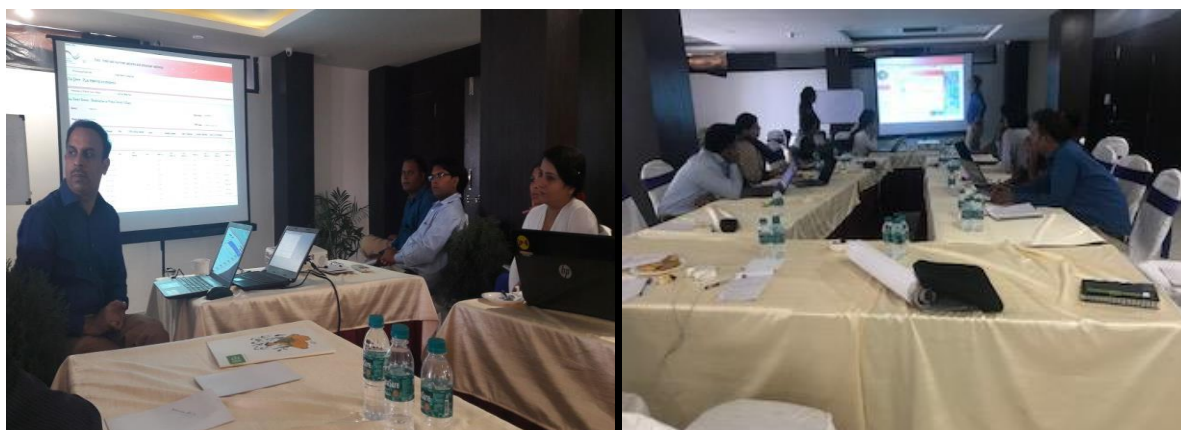
REPORT OF MEETING WITH THE TEAM IN GERMANY

Dr Archana Sarkar, Advisor, Research, Monitoring & Evaluationhad a meeting with the Co-ordination unit in Germany where the software and other research M& E activities were discussed, which was attended by Michael Lossner, Petra, Claudia, Deborah and Markolf/Silke joined through video conferencing. Subsequently, a presentation was done to the wider audience. Few people from Eschborn came and few joined through video-conferencing also. There was a lot of interest and follow-up on the tool and it has generated a positive response especially among the projects in nutrition, nutrition and agriculture as well as social protection and nutrition.