

QUANG NGAI RURAL DEVELOPMENT  
PROGRAM (RUDEP) - PHASE 2

Monitoring and Evaluation/Database Specialist  
End of Assignment Report



**VIETNAM-AUSTRALIA**

*Prepared for*

**AusAID**

Australian Embassy  
8 Dao Tan Street  
Ba Dinh District,  
Hanoi, VIET NAM

23 October 2004

42443858

*Prepared by*

URS Sustainable Development  
in association with Kellogg Brown & Root and  
World Wide Project Management Services  
Project Managers and Consultants  
Adelaide Australia

## DONOR AGENCY

### **AusAID**

Australian Embassy

8 Dao Tan Street, Ba Dinh District, Hanoi, Viet Nam

Ph: +84 4 8317754/Ext 175 (Project Officer), Fax: +84 4 8317711

## LEAD COUNTERPART AGENCY

### **Department of Planning and Investment**

96 Nguyen Nghiem Street, Quang Ngai Town

Quang Ngai Province, Viet Nam

Ph: +84 55 825701

## PROGRAM MANAGEMENT UNIT

No 37 Pham Van Dong Street, Quang Ngai Town

Quang Ngai Province, Viet Nam

Ph: +84 55 816261-6, Fax: +84 55 816260

## AUSTRALIAN MANAGING CONTRACTOR

### **URS Sustainable Development**

25 North Terrace

Hackney SA 5069

Ph: +61 8 8366 1000, Fax: +61 8 8366 1001

Program ..... URS Australia Pty Ltd  
Manager: Dee Hartvigsen 25 North Terrace, Hackney  
International Projects Manager South Australia 5069 Australia  
Tel: 61 8 8366 1000  
Fax: 61 8 8366 1001

Program .....  
Director: Ted A' Bear  
Vice President  
Sustainable Development

Date: 23 October 2004  
Reference: 42443858  
Status: Final Report

## CONTENTS

<b>Acronyms</b>	<b>ii</b>
<b>1 Introduction</b>	<b>1</b>
<b>2 The New RUDEP MIS</b>	<b>3</b>
<b>3 Next Steps and Recommendations</b>	<b>5</b>
<b>4 Lesson Learned</b>	<b>6</b>

## TABLES

Table 1: Preformatted Reports .....	3
-------------------------------------	---

## FIGURES

Figure 1: Available Charts .....	4
----------------------------------	---

## ANNEXES

Annex 1: Examples of RUDEP MIS Screens	
Annex 2: Coding System	
Annex 3: Charts	

## Acronyms

AMC	Australian Managing Contractor
DDO	District Development Officer
GIS	Geographic Information System
MEGO	Monitoring and Evaluation/Geographic Information Systems Officer
M&E	Monitoring and Evaluation
MIS	Management Information System
PMU	Project Management System
RUDEP	Quang Ngai Rural Development Program

# 1 Introduction

This report documents the key activities undertaken by the Monitoring and Evaluation/Database Specialist from 4/10/2004 to 17/10/2004. This report builds on the first report, prepared in August 2004, which included design specifications for the new RUDEP MIS.

The M&E/Database Specialist analysed the RUDEP's existing database system during the first input in May, 2004. As no system documentation was available, this required analysing the M&E Plan to determine the key outputs that system must provide. It is also included analysing the processes and procedures that have been established to capture the data, process that data to provide information; and to disseminate that information to project managers and stakeholders. Some of the issues that were identified are summarised below:

- The structure of the database does not allow the capture of time-series data. As a result, the system cannot automatically generate the data required for the majority of the indicators given in Annex 2 of the M&E plan.
- Built-in data integrity and data validation routines have not been adequate to ensure that key data fields are completed by the user. For example, 20% of planning and activity group events are lacking dates. 2286 household records do not include the name of the household.
- Duplicate Records. The system uses the household leader's name to uniquely identify a household. The database currently contains over 3000 household records (11% of all household records) with the same household and hamlet name that have been entered more than once. It is likely that the majority of these records are duplicates i.e. the same household has been added to household list more than once. The same situation exists for the participants table where 10% of the records are probably duplicated.
- The system is used to remotely capture data at several locations. The data files are regularly transferred (using a memory stick) to the project office. The system does not provide the facility to upload remote datasets to a central database. As a result, project staff have been manually extracting data from the various district datasets and entering this into spreadsheets to prepare the required M&E reports. This approach is time consuming and vulnerable to data entry errors. The database cannot be appended with the current data structure. This is because unique record identifiers have not been provided for entities such as households, groups, group membership, problems and solutions. A system autonumber field has been used for these tables. When an autonumber field is appended, a new autonumber is generated and the link to related records is lost.
- The interface (forms, queries, reports, macros etc.) and the data are currently stored in a single Access database. With this structure, if improvements are made to the interface (such as developing new reports) and then sent to the remote locations for installation, existing data at these locations will be lost.
- No security is provided in the current system. Any user is able to make modifications to the database, change picklists etc.

- The system provides a limited number of pre-formatted reports and none of the reports/charts required to report on the indicators given in Annex 2 of the M&E plan. Staff are required to transfer the data to Excel to prepare the required reports. This is particularly time consuming.
- As only a Vietnamese interface is available, Advisers are alienated from the system and rely on translated reports provided by local staff.
- Some aspects of the data structure are too rigid. For example, the interface has to be reprogrammed to allow for the collection of new indicators.

Given the number of issues identified, it was decided to re-engineer the structure of data and to develop a new interface. The key aspects of the new system are described in the proceeding section.

## 2 The New RUDEP MIS

The first version of the new MIS was installed in all RUDEP offices in August 2004. This version was reviewed during the current input and numerous modifications and enhancements were made. The second version is now ready for installation. Screen dumps of the main forms used in the new MIS are given in Annex 1 and the key aspects of the system are described below.

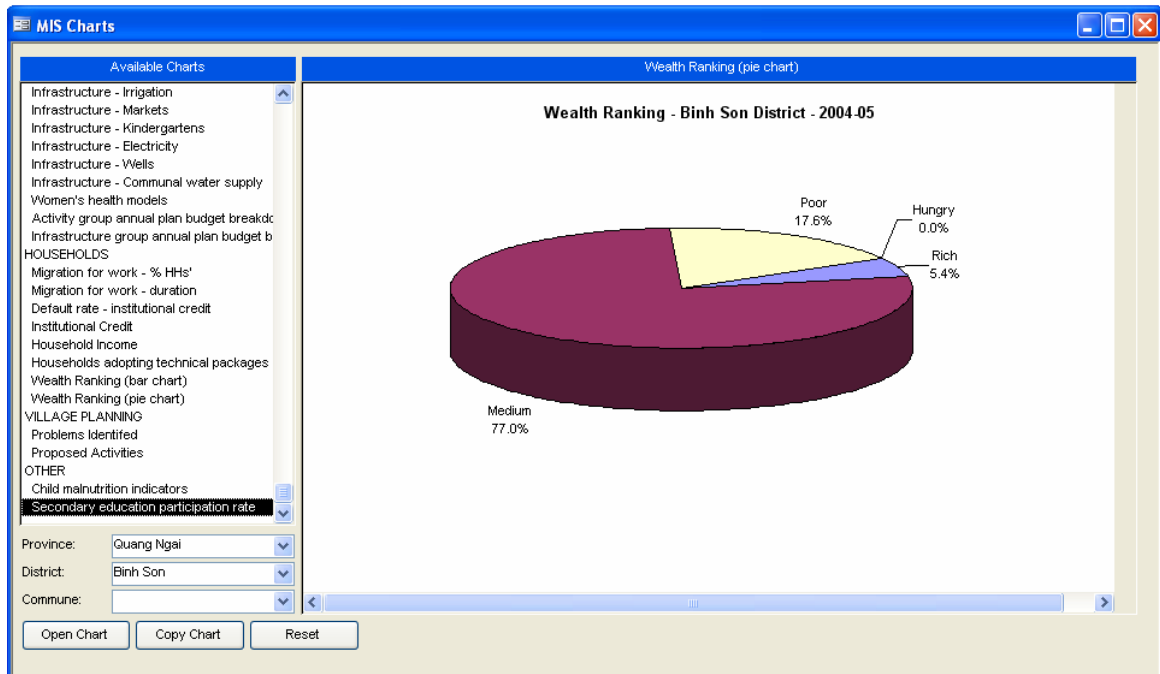
1. **Data management model.** The new RUDEP data management model is based on a replication/synchronisation model. Data is captured by DDOs at the district office and transferred to the PMU using a memory stick and then synchronised with the “data master” that is kept on the PMU Server. The model has been tested in all districts and is working effectively. The database is now able to support time-series data.
2. **Data quality.** Considerable effort was made to “tidy up” the existing data. This involved identifying and removing duplicate data. For example, 3591 duplicate households (i.e. the same household had been entered twice into the database) were deleted. The DDOs reviewed their respective data sets, completed missing data fields and modified incorrectly entered data. The new system includes routines for automatically scanning the database and identifying missing records. This will be run by the DDO each month before synchronising their data with the server.
3. **Additional Data.** The new system for coding community needs and group activities has been established and is attached at Annex 2.
4. **Security.** The new interface includes security to ensure that: only users with appropriate access rights can access each database module; users can only modify records for their own district; only system administrators are able to assign user access rights.
5. **Reports.** A number of preformatted reports are now as shown in Table 1.

**Table 1: Preformatted Reports**

Report Title
Activity Group Annual Plan Summary
Activity Group Summary Report
Activity Group Details
Commune Planning Meeting Details
Commune Details and Indicators
Contact Group Details
DDO Monitoring Report
DDO Targets
District Details and Indicators
GAS Results
Hamlet Details
Household Profile and Indicators
Problem Identification Summary
Province Details and Indicators
Summary of Proposed Activities
Village Planning Group Details
Village Details

- Charts.** A charting module was developed and is shown in Figure 1. 34 charts are currently available including all of the charts identified in the RUDEP M&E Plan. All charts can be placed on the clipboard and pasted directly into Word reports and Excel spreadsheets. All charts can display data at the province, district and commune level. A description of the charts and the source data is given in Annex 3.

**Figure 1: Available Charts**



- Queries.** A simple query module has been included to enable users to display, manipulate and extract data from the database and transfer it other applications such as Excel. This will enable users to carry additional data analysis and to prepare additional graphs and charts.
- Language.** The system includes a bilingual interface (English and Vietnamese) and Advisers can now directly access the system rather than relying on translated reports provided by local staff. The original data was entered using a Times New Roman Vietnamese font that is no longer commonly used in Vietnam. All data has now been converted to Unicode, which is the new international standard, and this will ensure that RUDEP are able to extract data and include it in reports.
- User Manual.** A MIS User Manual has been prepared by the MEGO and used in training provided to DDOs.
- Data Capture Forms.** The MEGO has revised the data capture forms and included these in the user manual. A translated version of the forms needs to be provided to the M&E/Database Specialist for review.

### 3 Next Steps and Recommendations

1. MEGO to update the MIS User Manual to include the modifications/enhancements provided in the new version.
2. MEGO to prepare a timetable for data entry based on the RUDEP planning and implementation cycle. This should identify the key steps in the cycle such as village planning, commune planning meeting, activity group formation, activity group plan preparation etc. The timetable should clearly identify what data needs to be captured by the DDOs and the deadline for submission of this data to the PMU.
3. MEGO to install the latest version of the MIS in all offices and to train DDOs in using the modifications/enhancements provided in the new version. This should include training on using the new database forms including: revised participants form; new household form (including adding indicators and wealth survey results), copying participants from a previous year; identifying missing household profile data; data checking; and charts. The training should also include the new manual and the data entry timetable.
4. RUDEP to send the latest data capture forms to the M&E/Database Specialist who will review and make suggestions for improvement.
5. RUDEP to run the existing MIS for at least one year before considering the introduction of GIS. This will ensure that current data capture procedures are “bedded down” and that the system is providing reliable data that can be presented and analysed spatially. During this time, RUDEP should identify the availability of base layers (e.g. include coasts, roads, rivers, topography etc.) from other sources. The emphasis needs to be on using GIS as an analysis tool rather than a presentation tool. To achieve this, careful consideration needs to be given to what thematic layers need to be derived from base layers and RUDEP point source data using algorithms and models.
6. RUDEP to establish and maintain a separate database system for Component 3 data. The M&E/Database Specialist has provided RUDEP with an example of the TrainTrack system that is successfully operating in other projects in Vietnam, Indonesia, East Timor and Samoa. Depending on RUDEP needs, modifying this system for the use by project will probably require 2-3 days of the M&E/Database Specialist’s time.
7. Only one day has been allocated to remote technical and mentoring support for the MEGO and experience elsewhere suggests that is unlikely to be sufficient. The ATL however, should continue to encourage the MEGO to freely consult the M&E/Database Specialist as required. The M&E/Database Specialist will advise the AMC if additional time for this activity becomes necessary.
8. RUDEP to consider scheduling M&E/Database Specialist input (of 5 days) within the next 12 months to review the status of the system and assist the MEGO with any required modifications/enhancements.

## 4 Lesson Learned

As requested by the RUDEP Project Director, the following are some of the lessons learned from RUDEP and other projects that URS might consider when developing and implementing M&E/MIS systems for projects.

1. For some projects it is easy to know right at the beginning exactly what needs to be done in terms of information management to support M&E. For the majority of projects however, this is not the case and highlights the need for adopting a phased approach to development with a number of stop/go points. For example, RUDEP can now move towards a new stop/go point i.e. whether or not introduce GIS. If the system is still failing to provide reliable data, then this must be addressed before proceeding to the next phase.
2. Building information systems requires a holistic approach that covers collecting data at the field and project levels, through various levels of aggregation and analysis for the end users. Care needs to be taken that all aspects of data capture, transfer, aggregation, analysis and presentation are considered from the onset.
3. Building information systems for M&E is always more complex, difficult, and time-consuming than first envisaged. Approaches need to be adopted that are not overambitious relative to the resources provided.
4. During design and implementation, care needs to be taken that information systems do not become “supply-driven,” too complex, and too resource intensive to sustain. For example, recording and tracking individual project participants is difficult and of questionable value.
5. Establishing information systems is a means to an end—benefits are obtained when the results are used in key operational, budget, and strategy decision-making processes. The system design should include specific features to encourage, facilitate, and formalize the incorporation of M&E results in decision making. This includes providing charts that can be included in reports to AusAID and preformatted reports that can be printed and discussed during team planning meetings.
6. The introduction of computerized information systems is not a solution to poorly performing manual systems. Various institutional, management, and social factors need to be taken into account during computerization.
7. Ensure that the database has a sound relational structure and that all data is normalized.
8. Include security in all applications to avoid undesired modifications to data – whether accidental or intentional.
9. Avoid storing the interface and the data in the same file. With this structure, if improvements are made to the interface (such as developing new reports) and then sent to the remote locations for installation, existing data at these locations will be lost.

## **Annex 1**

---

### **Examples of RUDEP MIS Screens**

## Annex 1: Examples of RUDEP MIS Screens

Figure 1: Home Page

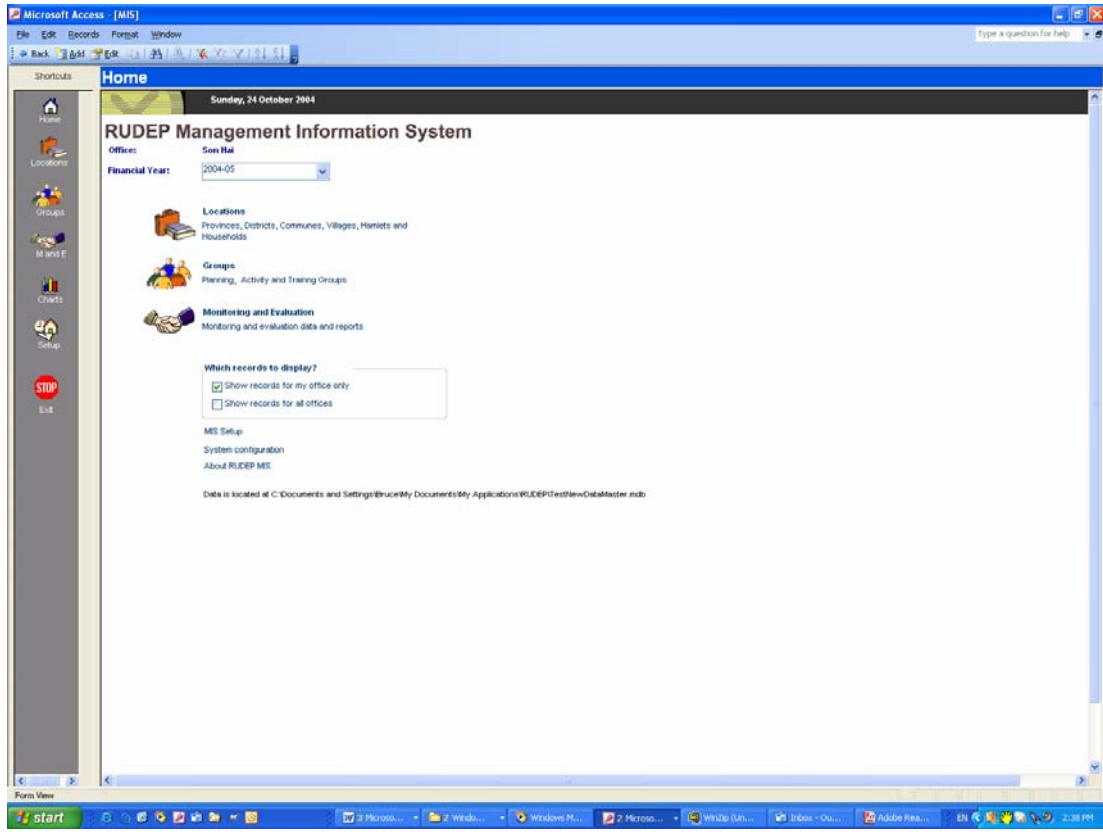
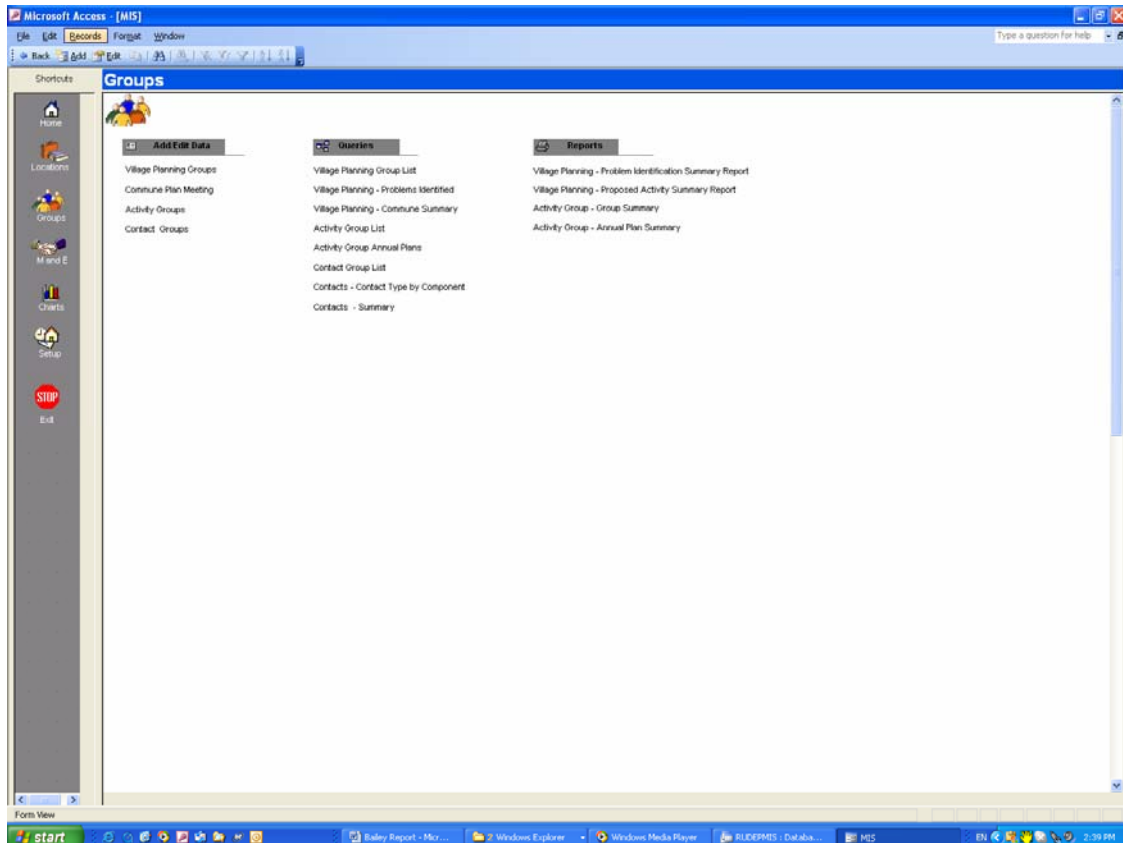


Figure 2: Groups Module



**Figure 3: Location Form**

**Commune Update Form**

Save and Close Delete Print Preview

Commune Details Commune Contact Group Indicators

Indicators

Add Delete Previous Year Next Year 2004-05

Indicator	Unit	Total
Number of secondary aged youth	No.	2,330.00
Number of secondary students	No.	1,700.00
% of children stunted	%	3.00
% of children wasted	%	4.00
Infant mortality rate	/1000	14.00
Number of households	No.	13,400.00

Record: 7 of 7

Son Hai

**Figure 4: Household Update Form**

**Household Update Form**

Save and Close Delete Print Preview

Household details Household Profile (AG Members) Hamlet Surveys

Household Details

\*Household Name: Đình Văn Néo

Province: Quảng Ngãi

District: Sơn Hà

Commune: Sơn Hải

Village: Gò Sim

Hamlet: Bà Rà

RUDEP Participants

Đình Văn Néo

Son Hai

**Figure 5: Participant Form**

The screenshot shows a web-based form titled "Participant Update Form". At the top, there are three buttons: "Save and Close", "Delete", and "Print". The form is divided into two main sections: "Details" and "Location".

**Details Section:**

- Name:
- Gender:
- Organisation:
- Position:
- Date Added:

**Location Section:**

- Province:
- District:
- Commune...:
- Village....:
- Hamlet...:
- Household....:

**Figure 6: Activity Group Form**

The screenshot shows a web-based form titled "Activity Group Update Form". At the top, there are four buttons: "Save and Close", "Delete", "Print", and "Preview". Below these are four tabs: "Group Details", "Problem and Solution Codes", "Membership", and "Plans". The "Membership" tab is selected.

The main content area is titled "Membership" and shows the year "2003-04". It contains a table with the following columns: "Add", "Delete", "Participant...", "Household Profile...", "Previous Year", and "Next Year". The table has a header row with columns: "\*Name...", "Group Leader", "Gender", "Position", and "Organisation".

*Name...	Group Leader	Gender	Position	Organisation
▶ Đình Văn Tét	<input type="checkbox"/>	Male		
Đình Văn Năng	<input type="checkbox"/>	Male		
Đình Thị Lục	<input checked="" type="checkbox"/>	Female		
Đình Thị Hành	<input type="checkbox"/>	Female		
Huỳnh Thị Huệ	<input checked="" type="checkbox"/>	Female		
Nguyễn Thị Hồng I	<input type="checkbox"/>	Female		
Đình Thị K Rếp	<input type="checkbox"/>	Female		
Đình Văn Đành	<input type="checkbox"/>	Male		
Đình Văn Hà	<input type="checkbox"/>	Male		
Đình Thị Nheo	<input checked="" type="checkbox"/>	Female		
Đình Thị Mẫu	<input type="checkbox"/>	Female		
Đình Thị Tộp	<input type="checkbox"/>	Female		
Trần Thị Xí	<input type="checkbox"/>	Female		
Đình Thị Thiên	<input type="checkbox"/>	Female		

At the bottom of the form, there are two buttons: "Missing HH Forms..." and "Copy members from last year". The text "Son Hai" is visible in the bottom right corner.

Figure 7: Participant Update Form

The screenshot shows a software window titled "Participant List". On the left, there are dropdown menus for "Province" (Quang Ngai), "District" (Nghia Hinh), and "Commune" (Bui Ba). Below these are buttons for "Clear", "Select", "Add", "Edit", and "Close". The main area is a table with the following columns: Name, Organisation, Province, District, Commune, Village, Hamlet, and Household. The table lists numerous participants, most with "UBND huyện Nghia Hinh" as their organization. The first row shows a participant named "A Thi Truyen" with household "A Thi Truyen".

Name	Organisation	Province	District	Commune	Village	Hamlet	Household
A Thi Truyen		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Vinh	Xóm 12	Nguyễn Lập
Ấu Thuý Dương		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Mỹ	Xóm 8	A Thi Truyen
Biên Thị Khánh		Quang Ngai	Nghia Hinh	Hanh Phuc	Thuận Hòa	Xóm 10	Ấu Thuý Dương
Bùi Ba		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Vinh	Xóm 13	Bùi Phương
Bùi Bằng		Quang Ngai	Nghia Hinh	Hanh Phuc	Vinh Tho	Xóm 17	Bùi Ba
Bùi Bội		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Vinh	Xóm 12	Nguyễn Thị Châu
Bùi Chí		Quang Ngai	Nghia Hinh	Hanh Phuc	Vinh Tho	Xóm 17	Bùi Chí
Bùi Chương		Quang Ngai	Nghia Hinh	Hanh Phuc	Đề An	Xóm 5	Bùi Chương
Bùi Công Văn		Quang Ngai	Nghia Hinh	Hanh Phuc	An Chỉ Đông	Xóm 3	Bùi Công Văn
Bùi Đậu		Quang Ngai	Nghia Hinh	Hanh Phuc	Vinh Tho	Xóm 17	Bùi Đậu
Bùi Đền		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Tho	Xóm 15	Bùi Hùng
Bùi Đình Luân		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Tho	Xóm 14	Bùi Đình Luân
Bùi Đình Thời	UBND huyện Nghia Hinh	Quang Ngai	Nghia Hinh				
Bùi Đức Củng		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Tho	Xóm 14	Bùi Đức Củng
Bùi Đức Thúc		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Tho	Xóm 14	Bùi Đức Tùng
Bùi Đức Tinh		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Tho	Xóm 14	Bùi Đức Tùng
Bùi Đức Trúc		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Tho	Xóm 14	Bùi Đức Tùng
Bùi Đức Tùng		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Tho	Xóm 14	Bùi Đức Tùng
Bùi Đức Tùng		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Tho	Xóm 14	Bùi Đức Tùng
Bùi Dương		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Tho	Xóm 15	Bùi Dương
Bùi Giải		Quang Ngai	Nghia Hinh	Hanh Phuc	Vinh Tho	Xóm 17	Bùi Học
Bùi Học		Quang Ngai	Nghia Hinh	Hanh Phuc	Vinh Tho	Xóm 17	Bùi Học
Bùi Hùng		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Tho	Xóm 15	Bùi Hùng
Bùi Kỳ		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Tho	Xóm 14	Bùi Kỳ
Bùi Luy		Quang Ngai	Nghia Hinh	Hanh Phuc	Vinh Tho	Xóm 17	Bùi Sang
Bùi Minh Thường		Quang Ngai	Nghia Hinh	Hanh Phuc	An Chỉ Đông	Xóm 3	Bùi Minh Thường
Bùi Minh Trình		Quang Ngai	Nghia Hinh	Hanh Phuc	Đề An	Xóm 5	Bùi Minh Trình
Bùi Minh Tứ		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Vinh	Xóm 13	Bùi Minh Tứ
Bùi Ngoan		Quang Ngai	Nghia Hinh	Hanh Phuc	Vinh Tho	Xóm 17	Bùi Ngoan
Bùi Ngọc Phước		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Tho	Xóm 14	Lê Thị Hoa
Bùi Ngọc Phước		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Tho	Xóm 15	Lê Thị Hoa
Bùi Ngọc Quân		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Son	Xóm 16	Bùi Ngọc Quân
Bùi Ngủ		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Vinh	Xóm 12	Bùi Ngủ
Bùi Ngủ		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Vinh	Xóm 12	Bùi Ngủ
Bùi Nhiều		Quang Ngai	Nghia Hinh	Hanh Phuc	Thuận Hòa	Xóm 10	Bùi Nhiều
Bùi Nhó		Quang Ngai	Nghia Hinh	Hanh Phuc	Vinh Tho	Xóm 17	Bùi Nhó
Bùi Nó		Quang Ngai	Nghia Hinh	Hanh Phuc	Vinh Tho	Xóm 17	Nguyễn Thị Liên
Bùi Phúc		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Mỹ	Xóm 8	Bùi Phúc
Bùi Phương		Quang Ngai	Nghia Hinh	Hanh Phuc	Hoa Vinh	Xóm 13	Bùi Phương
Bùi Quang Văn		Quang Ngai	Nghia Hinh	Hanh Phuc	Vinh Tho	Xóm 17	Bùi Quang Văn
Bùi Quang Văn		Quang Ngai	Nghia Hinh	Hanh Phuc	An Chỉ Đông	Xóm 3	Bùi Quang Văn
Bùi Sáng		Quang Ngai	Nghia Hinh	Hanh Phuc	Vinh Tho	Xóm 17	Bùi Sáng

Figure 8: Data Check Form

The screenshot shows a software window titled "Check for Data Problems". At the top, there are dropdown menus for "Year" (2003-04) and "RUDEP Office" (Son Hai). A text box on the right says "Leave the RUDEP Office field blank to check data for all offices." Below these are buttons for "Check Data", "View/Edit", and "Reset". The main area is a table with two columns: "Data Issue" and "Office". The table lists 16 rows of data issues, all for the "Son Hai" office. The first 6 rows are "Activity Group does not have solution codes", and the remaining 10 rows are "Activity Group has members without a household form". At the bottom, there are navigation controls for records, showing "Record: 1 of 84" and "Records Checked: 208".

Data Issue	Office
Activity Group does not have solution codes	Son Hai
Activity Group does not have solution codes	Son Hai
Activity Group does not have solution codes	Son Hai
Activity Group does not have solution codes	Son Hai
Activity Group does not have solution codes	Son Hai
Activity Group does not have solution codes	Son Hai
Activity Group has members without a household form	Son Hai
Activity Group has members without a household form	Son Hai
Activity Group has members without a household form	Son Hai
Activity Group has members without a household form	Son Hai
Activity Group has members without a household form	Son Hai
Activity Group has members without a household form	Son Hai
Activity Group has members without a household form	Son Hai
Activity Group has members without a household form	Son Hai
Activity Group has members without a household form	Son Hai
Activity Group has members without a household form	Son Hai
Activity Group has members without a household form	Son Hai

**Figure 9: DDO Targets**

**DDO Update Form**

Save and Close Delete Print Preview Record is Locked

\*DDO Name: Nguyễn Thị Mai Hoa  
 \*District: Nghĩa Hành

**Indicators**

Add Delete Previous Year Next Year 2004-05

Commune	Indicator	Unit	*Target
Hành Phước	No. of income generating groups	No. of groups	15
Hành Phước	No of livelihood groups	No. of groups	9
Hành Phước	No. of infrastructure groups	No. of groups	4
Hành Phước	No. of VSCF groups	No. of groups	6
Hành Phước	No. of income generating group annual plans	No. of plans	15
Hành Phước	No. of livelihood group annual plans	No. of plans	9
Hành Phước	No. of infrastructure group annual plans	No. of plans	4
Hành Phước	No. of VSCF group plans	No. of plans	6
Hành Phước	% of activity group members who are female	% women	50
Hành Phước	% of activity group members who are from poor households	% members	50

Record: 1 of 10

Nghia Hanh

**Figure 10: Goal Attainment Scaling**

**GAS Update Form**

Save and Close Delete Print Preview Record is Locked

Date: 13/08/2004  
 Group Name: Trường mẫu giáo ở thôn Làng Rí  
 Location Type:  Province  District Co  Commune  Activity G

**Respondents**

Add Edit

Person Code
11
4
5
6
7
3
10
1
8
9
2

Record: 2 of 10

**GAS Response Update Form**

Save and Close Delete Record is Locked

Person Code: [ ]  
 Gender: Nữ (Female)

**Responses**

Add

No.	Indicator	Response
1	How has RUDEP affected your income?	3
2	How has QNRDP affected your life?	4
3	How has RUDEP effected your empowerment?	3

Record: 1 of 3

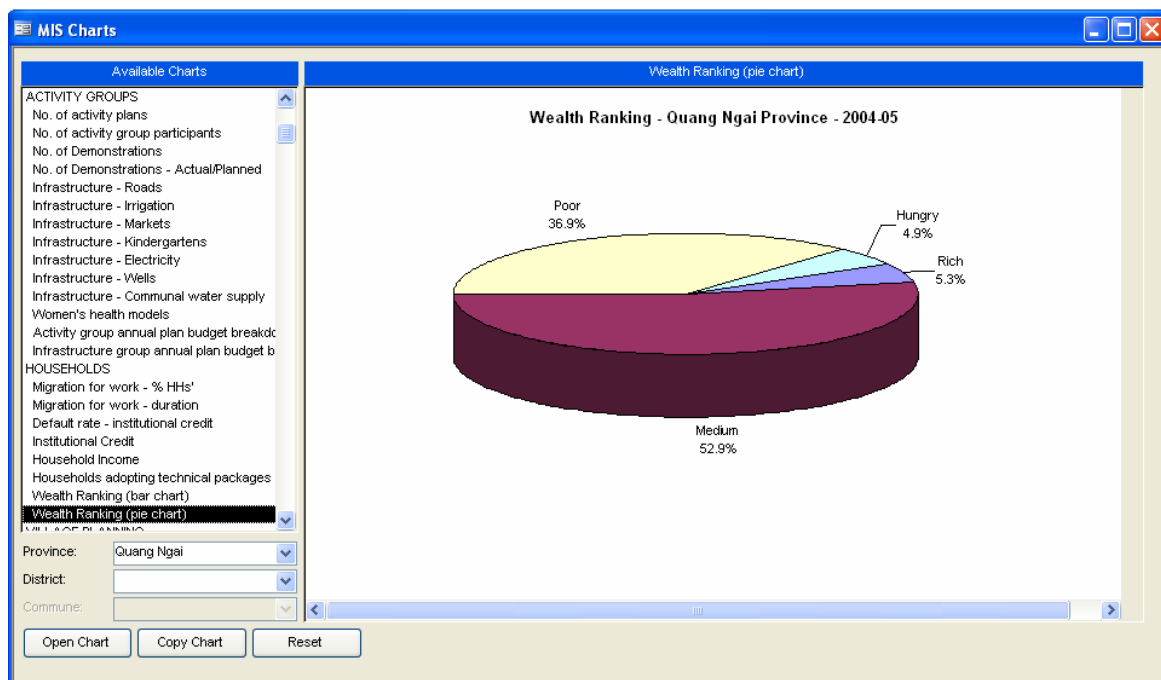
Figure 11: Picklists

The screenshot shows a software window titled "Program Picklists" with a "Needs Codes" dropdown menu. Below the menu is a table with the following data:

*No	*Code	*Need Type (Long) - Vietnamese	*Need Type (Short) - Vietnam
15	1	1 Khoản vay	Khoản vay
16	1.1	1.1 Tạo thu nhập	Tạo thu nhập
17	1.11	1.11 Gia súc	Gia súc
18	1.12	1.12 Cây trồng	Cây trồng
19	1.13	1.13 Lâm nghiệp/Cây trồng	Lâm nghiệp/Cây trồng
20	1.14	1.14 Thủy sản	Thủy sản
21	1.15	1.15 Phi nông nghiệp	Phi nông nghiệp
22	1.16	1.16 Khác	Khác
23	1.2	1.2 Hỗ trợ đời sống	Hỗ trợ đời sống
24	1.21	1.21 Sức khỏe	Sức khỏe
25	1.22	1.22 Giáo dục	Giáo dục
26	1.23	1.23 Phòng ngừa/giảm nhẹ thiên tai	Phòng ngừa/giảm nhẹ thiên tai
27	1.24	1.24 Tiêu dùng	Tiêu dùng
28	1.25	1.25 Khác	Khác
29	2	2 Tập huấn	Tập huấn
30	2.1	2.1 Tạo thu nhập	Tạo thu nhập
31	2.11	2.11 Gia súc	Gia súc
32	2.111	2.111 Sản xuất	Sản xuất
33	2.112	2.112 Thú y/đầu tư kinh doanh	Thú y/đầu tư kinh doanh

The table also includes navigation controls at the bottom, showing "Record: 1 of 77".

Figure 12: Charts



## **Annex 2**

---

### **Coding System**

## Annex 2: Coding System

**Table 1: Needs Codes**

1 Loans	
1.1 Income generation	
1.11	Livestock
1.12	Crops
1.13	Forestry/Tree Crops
1.14	Aquaculture
1.15	Non-farm
1.16	Other
1.2 Livelihoods	
1.21	Health
1.22	Education
1.23	Disaster prevention/mitigation
1.24	Consumption
1.25	Other
2 Training	
2.1 Income generation	
2.11	Livestock
2.111	Production
2.112	Veterinary/pest/disease
2.113	Information/Markets
2.114	Post-harvest
2.12	Crops
2.121	Production
2.122	Veterinary/pest/disease
2.123	Information/Markets
2.124	Post-harvest
2.13	Forestry/Tree Crops
2.131	Production
2.132	Veterinary/pest/disease
2.133	Information/Markets
2.134	Post-harvest
2.14	Aquaculture
2.141	Production
2.142	Veterinary/pest/disease
2.143	Information/Markets
2.144	Post-harvest

2.15	Non-farm
2.151	Production
2.152	Veterinary/pest/disease
2.153	Information/Markets
2.154	Post-harvest
2.16	Other
2.161	Production
2.162	Veterinary/pest/disease
2.163	Information/Markets
2.164	Post-harvest
2.2	Livelihoods
2.21	Health
2.22	Education
2.23	Disaster prevention/mitigation
2.24	Consumption
2.25	Other
3	Provision (non-infrastructure)
3.1	Income Generation
3.11	Livestock
3.12	Crops
3.13	Forestry/Tree Crops
3.14	Aquaculture
3.15	Non-farm
3.16	Other
3.2	Livelihoods
3.21	Health
3.22	Education
3.23	Disaster prevention/mitigation
3.24	Consumption
3.25	Other
4	Provision (Infrastructure)
4.1	Irrigation/drainage
4.2	Roads
4.3	Bridges
4.4	Water wells
4.5	Communal water system
4.6	Kindergartens/nurseries
4.7	Electricity
4.8	Markets
4.9	Other infrastructure

**Table 2: Activity Codes**

1 Income Generation	
1.1 Livestock	
1.11	Pigs
1.12	Cattle
1.13	Goats
1.14	Chickens
1.14	Ducks
1.15	Buffaloes
1.16	Other
1.2 Crops	
1.21	Rice
1.22	Maize
1.23	Cassava
1.24	Sugarcane
1.25	Peanuts
1.26	Grain legume
1.27	Vegetables
1.28	Other
1.3 Forestry/Tree Crops	
1.31	Fruit trees
1.32	Industrial trees
1.33	Forestry
1.34	Other
1.4 Aquaculture	
1.41	Rice/Fish
1.42	Fish pond
1.43	Marine Fishing
1.44	Other
1.5 Non-Farm	
1.51	Agricultural processing (not post-harvest)
1.52	Non-agricultural production
1.53	Service industries
1.54	Other
2. Livelihoods	
2.1 Health	
2.11	Child nutrition
2.12	Gynaecological disease
2.13	Digestive/common health problems

2.14	Malaria
2.15	Tuberculosis
2.16	Other
2.2 Education	
2.21	Child education
2.22	Literacy/Basic Adult education
2.23	Vocational training
2.24	Other
2.3 Disaster prevention/mitigation	
2.31	Floods
2.32	Drought
2.33	Storm
2.34	Fire
2.35	Other
3. Infrastructure	
3.1	Irrigation/drainage
3.2	Roads
3.3	Bridges
3.4	Water wells
3.5	Communal water system
3.6	Kindergartens/nurseries
3.7	Electricity
3.8	Markets
3.9	Other

**Table 3: Activity Planning Codes**

Item	Unit
1. Study tours	No.
2. Materials and Equipment	VND
3. Formal technical training	No. of events
4. Demonstration-Livestock	No.
5. Demonstration-Cropping	No.
6. Demonstration-Forestry	No.
7. Demonstration-Aquaculture	No.
8. Demonstration-Other	No.
9. Roads	km
10. Irrigation	ha

<b>Item</b>	<b>Unit</b>
11. Markets	No.
12. Kindergartens	No.
13. Electricity	No. of systems
14. Wells	No.
15. Communal water supply system	No.
16. Womens health model	No.
17. Other	

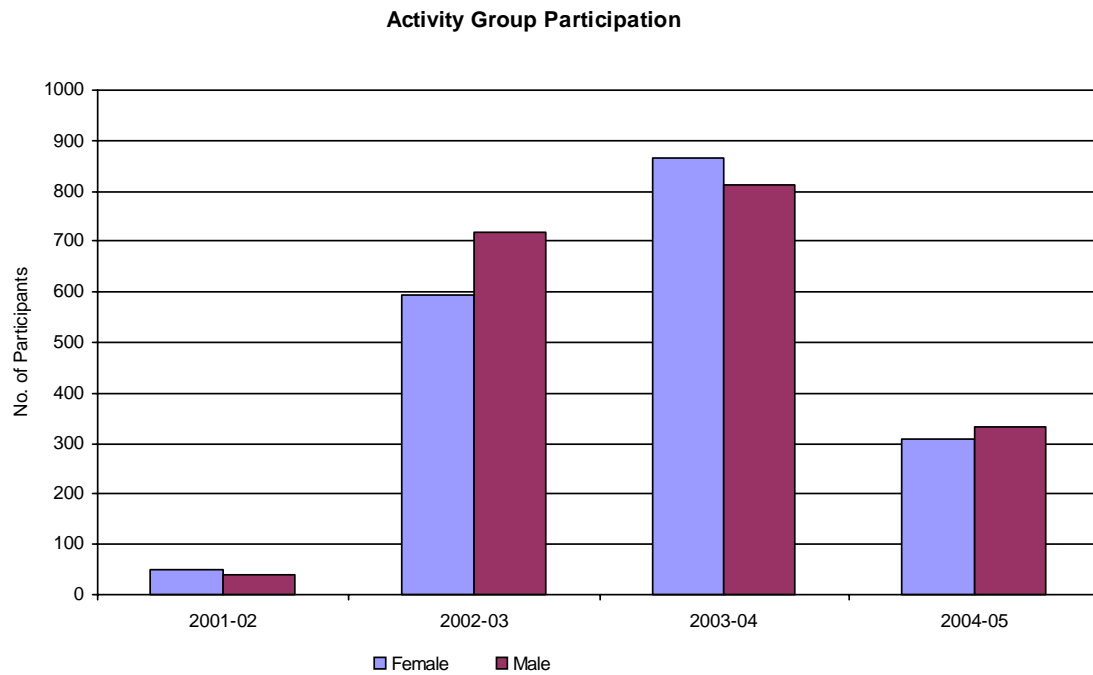
## **Annex 3**

---

### **Charts**

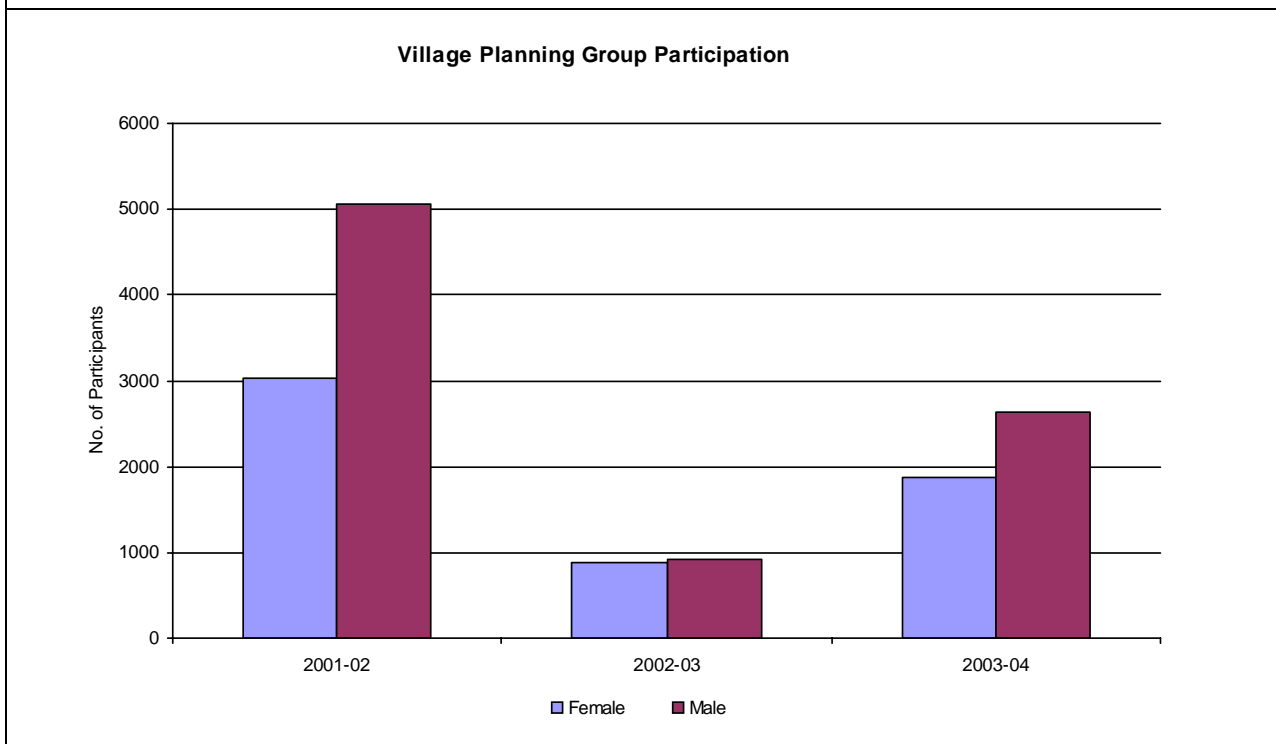
### Annex 3: Charts

**Chart Name:** PARTICIPATION – Participation In Activity Groups



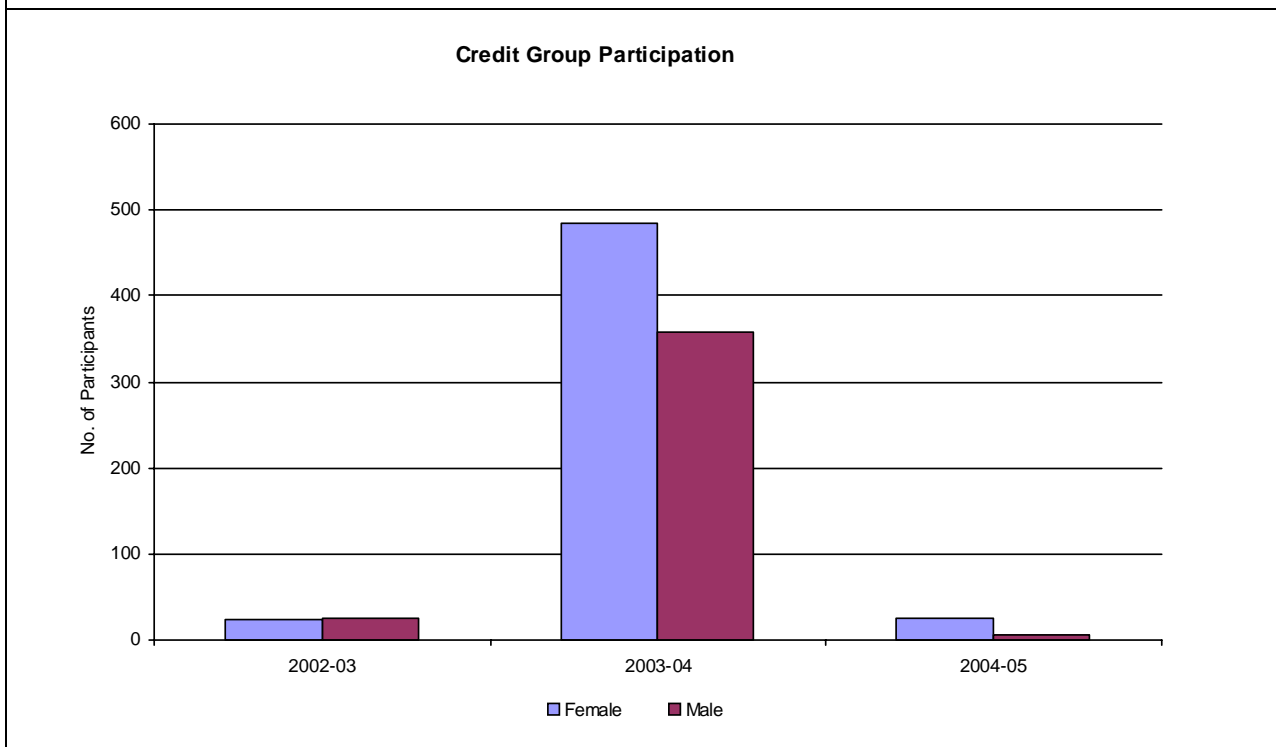
<b>Data Source (Tables):</b>	Group, GroupMembership, Participant
<b>Data Validation Considerations:</b>	Group participant data must be kept up to date. Membership must added for each year of operation. Check for groups that do not have participants.
<b>Definitions:</b>	Activity Group is defined as Livelihood, Income Generation, Infrastructure and Credit Group
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** PARTICIPATION – Participation in village planning



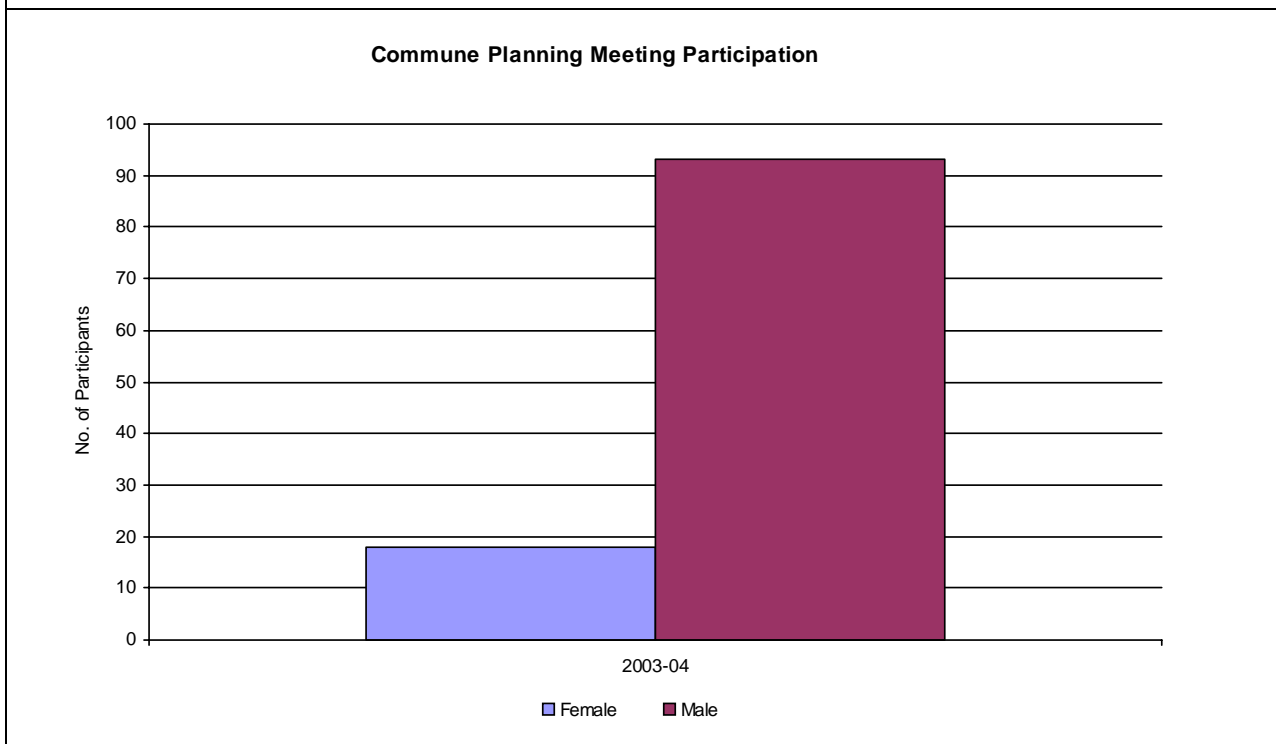
<b>Data Source (Tables):</b>	Group, GroupMembership, Participant
<b>Data Validation Considerations:</b>	Village Planning Group participant data must be kept up to date. Check for groups that do not have participants.
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** PARTICIPATION – Credit Groups



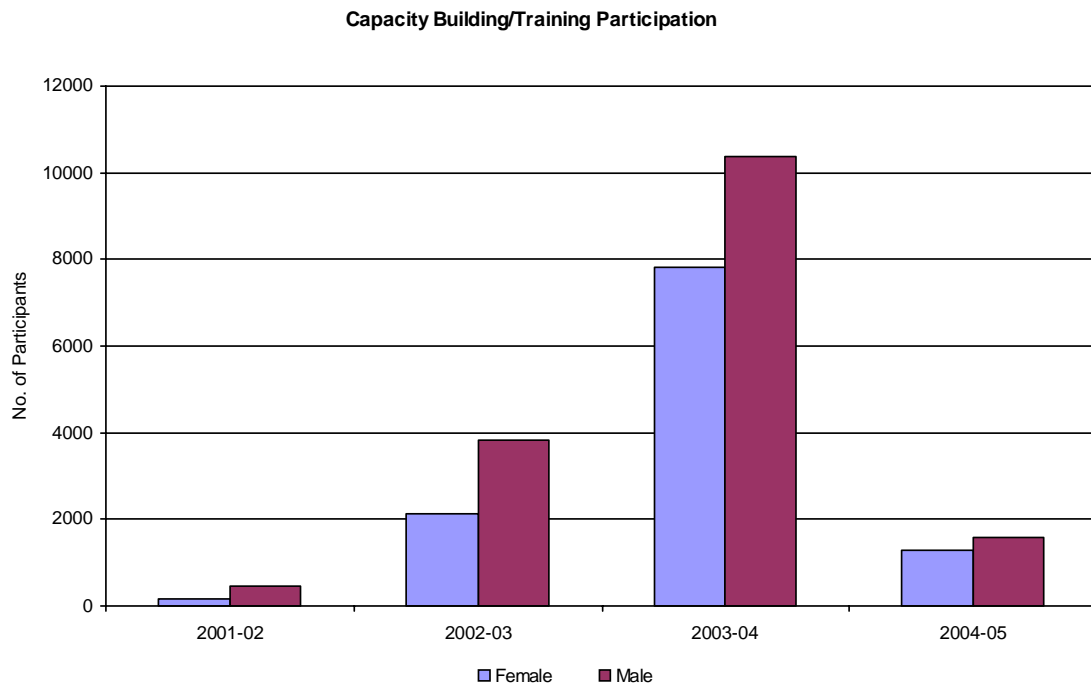
<b>Data Source (Tables):</b>	Group, GroupMembership, Participant
<b>Data Validation Considerations:</b>	Credit Group participant data must be kept up to date. Membership must be added for each year of operation. Check for groups that do not have participants.
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** PARTICIPATION – Commune Planning



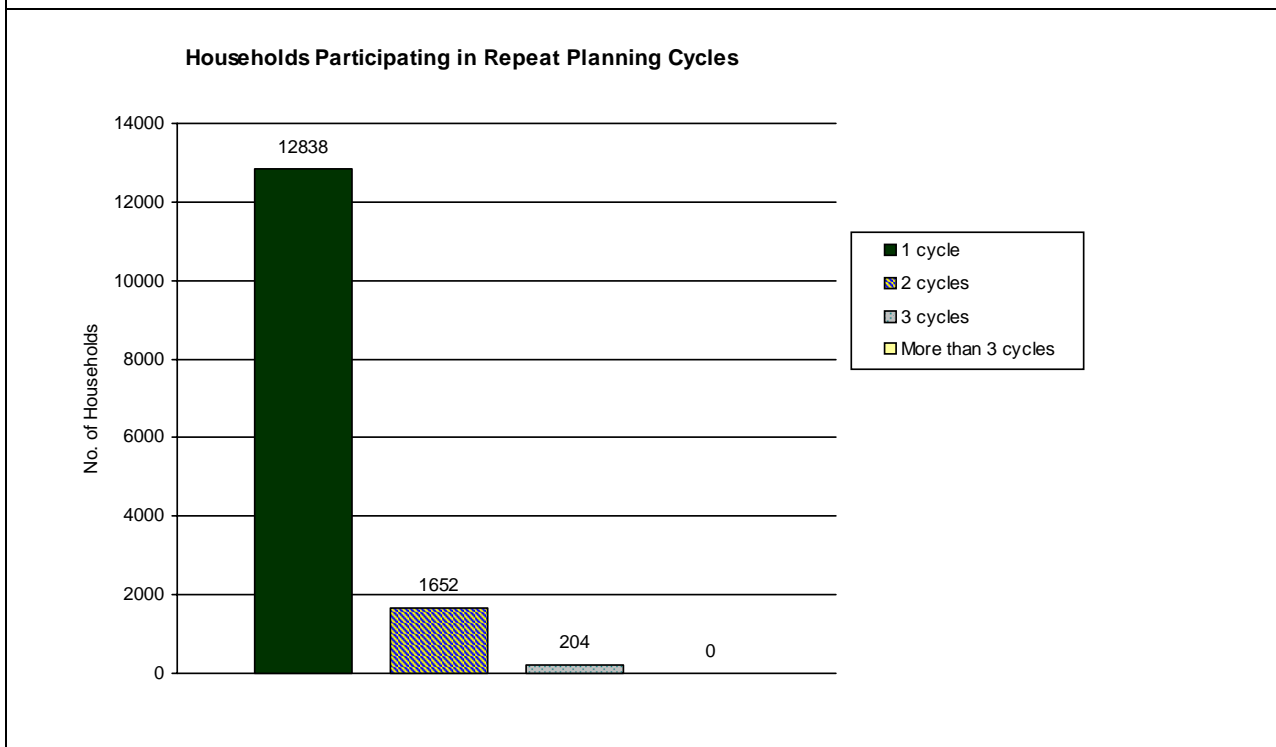
<b>Data Source (Tables):</b>	Group, GroupMembership, Participant
<b>Data Validation Considerations:</b>	Commune Planning participant data must be kept up to date. Membership must be added for each year of operation. Check for groups that do not have participants.
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** PARTICIPATION – Capacity Building/Training



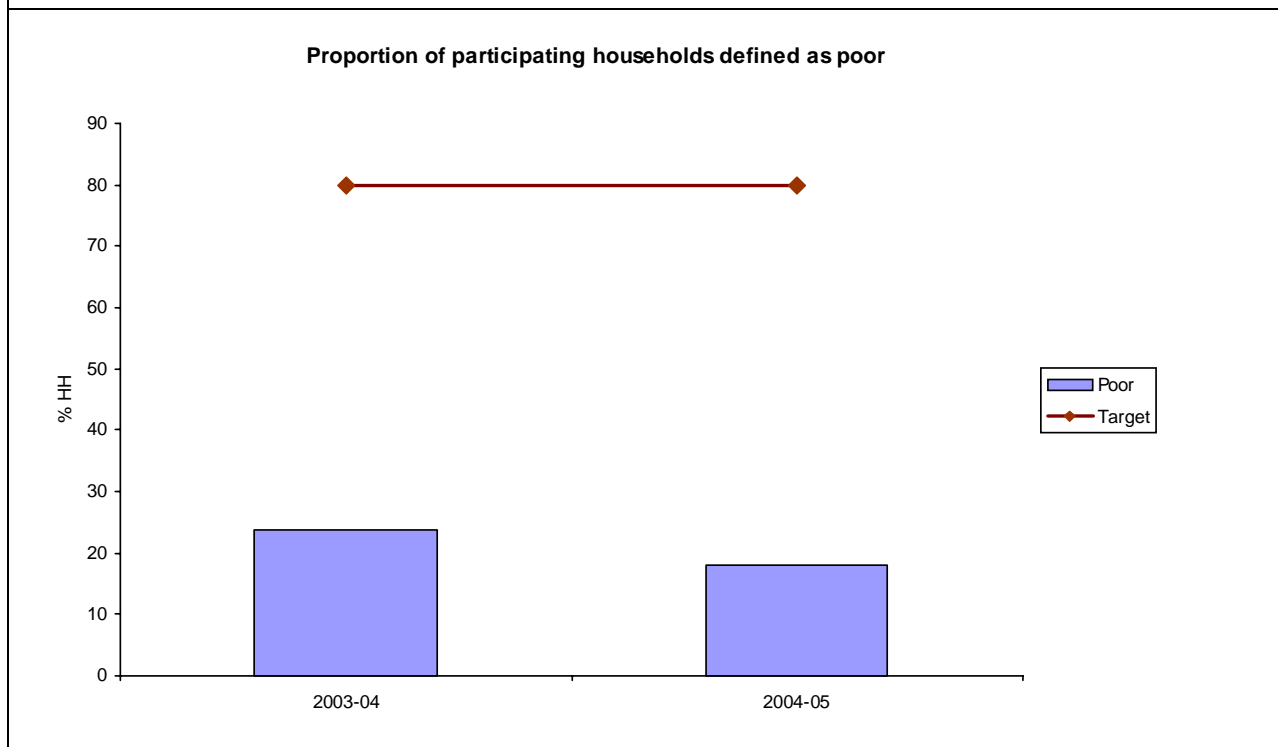
<b>Data Source (Tables):</b>	Group, GroupMembership, Participant
<b>Data Validation Considerations:</b>	Contact Group participant data must be kept up to date. Membership must be added for each year of operation. Check for groups that do not have participants.
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** PARTICIPATION – Households in repeat planning cycles



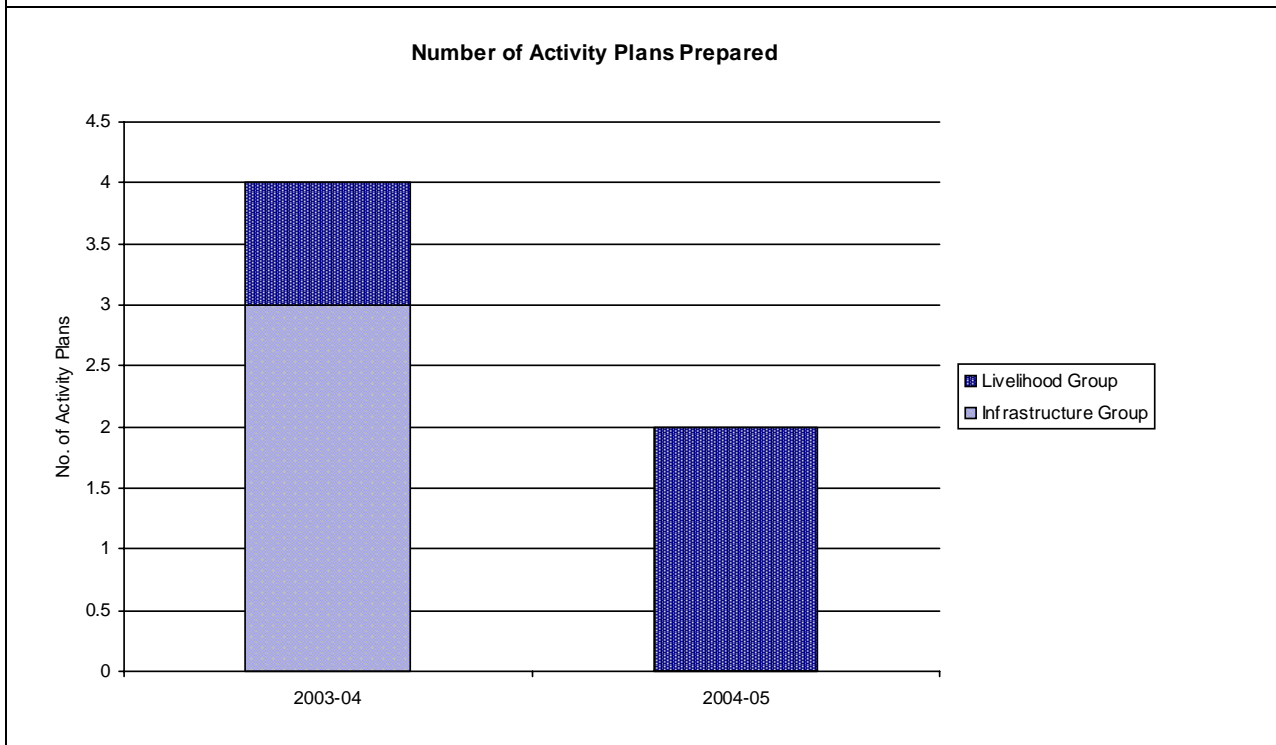
<b>Data Source (Tables):</b>	Group, GroupMembership, Participant Only participation Village Planning Groups is counted (i.e. GroupType=5)
<b>Data Validation Considerations:</b>	Village Planning Group participant data must be kept up to date. Membership must be added for each year of operation. Check for groups that do not have participants.
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** PARTICIPATION – Participation of poor households



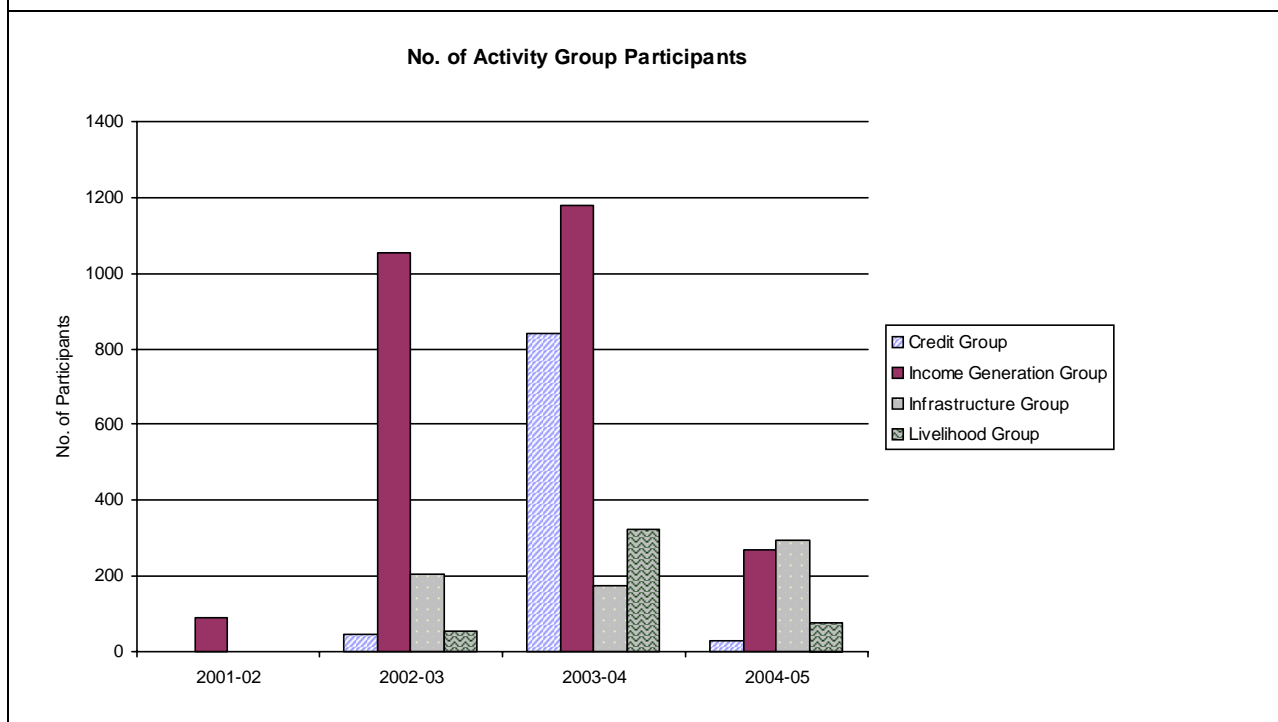
<p><b>Data Source (Tables):</b></p>	<p>OutcomeIndicatorValue                  Uses the Household survey data as follows:   <u>Household in DOLISA “Poor” list (Indicator 205)</u>                  Total number of households surveyed</p>
<p><b>Data Validation Considerations:</b></p>	<p>Household survey data must be kept up to date.                  The following indicator must be included in all surveys: Household in DOLISA “Poor” list (Indicator 205)</p>
<p><b>Definitions:</b></p>	
<p><b>Data Collection Responsibility:</b></p>	<p>DDOs</p>

**Chart Name** ACTIVITY GROUPS – Number of Activity Plans



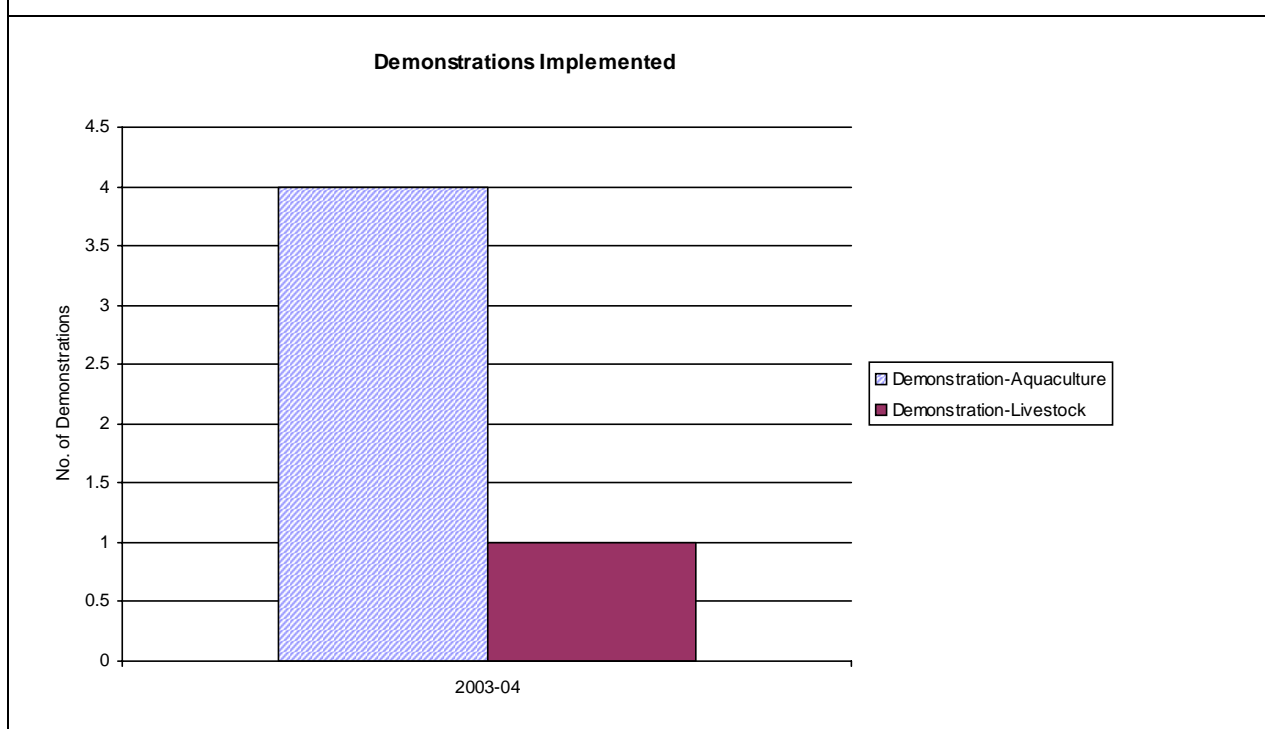
<b>Data Source (Tables):</b>	Group, GroupPlan Counts the number of Activity Plans that have been added to the table GroupPlan. The following Activity Group types are included in the chart: Livelihood, Income Generation, Infrastructure, Credit Group
<b>Data Validation Considerations:</b>	Activity Plans must be added and kept up to date.
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** ACTIVITY GROUPS – Number of activity group participants



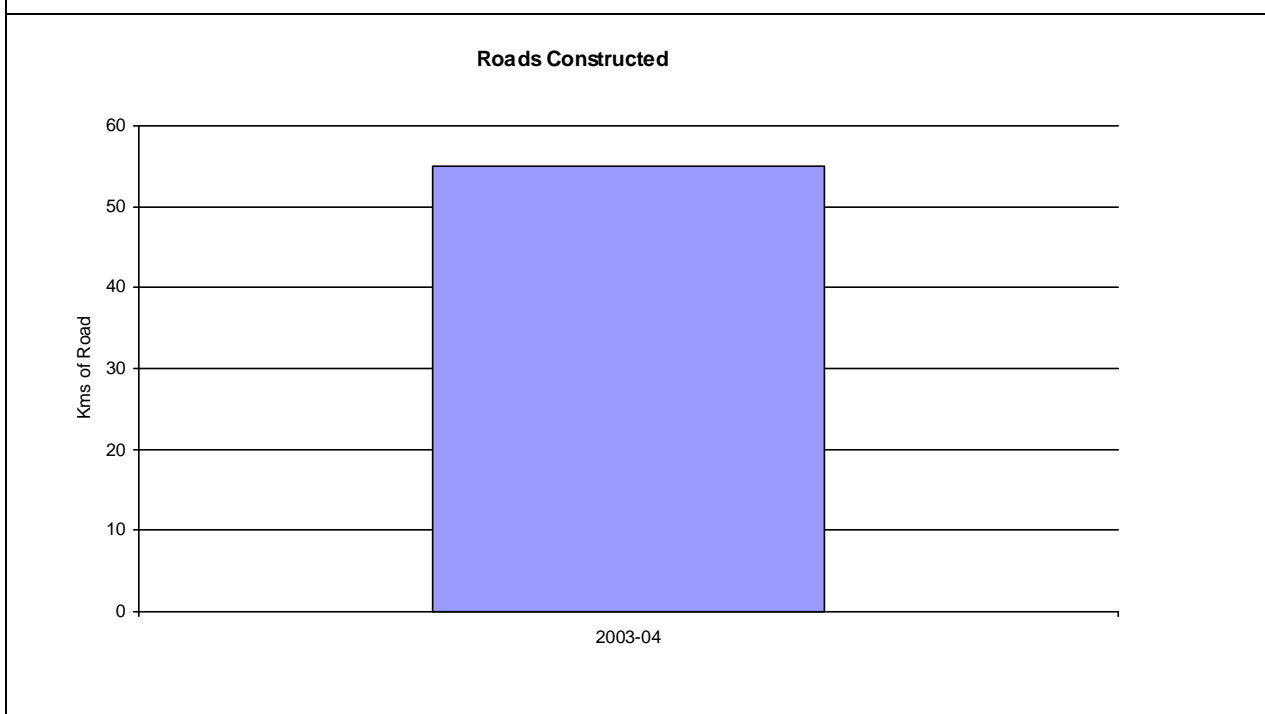
<b>Data Source (Tables):</b>	Group, GroupMembership, Participant
<b>Data Validation Considerations:</b>	Group participant data must be kept up to date. Membership must be added for each year of operation. Check for groups that do not have participants.
<b>Definitions:</b>	Activity Group is defined as Livelihood, Income Generation, Infrastructure and Credit Group
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** ACTIVITY GROUPS – Number of demonstrations



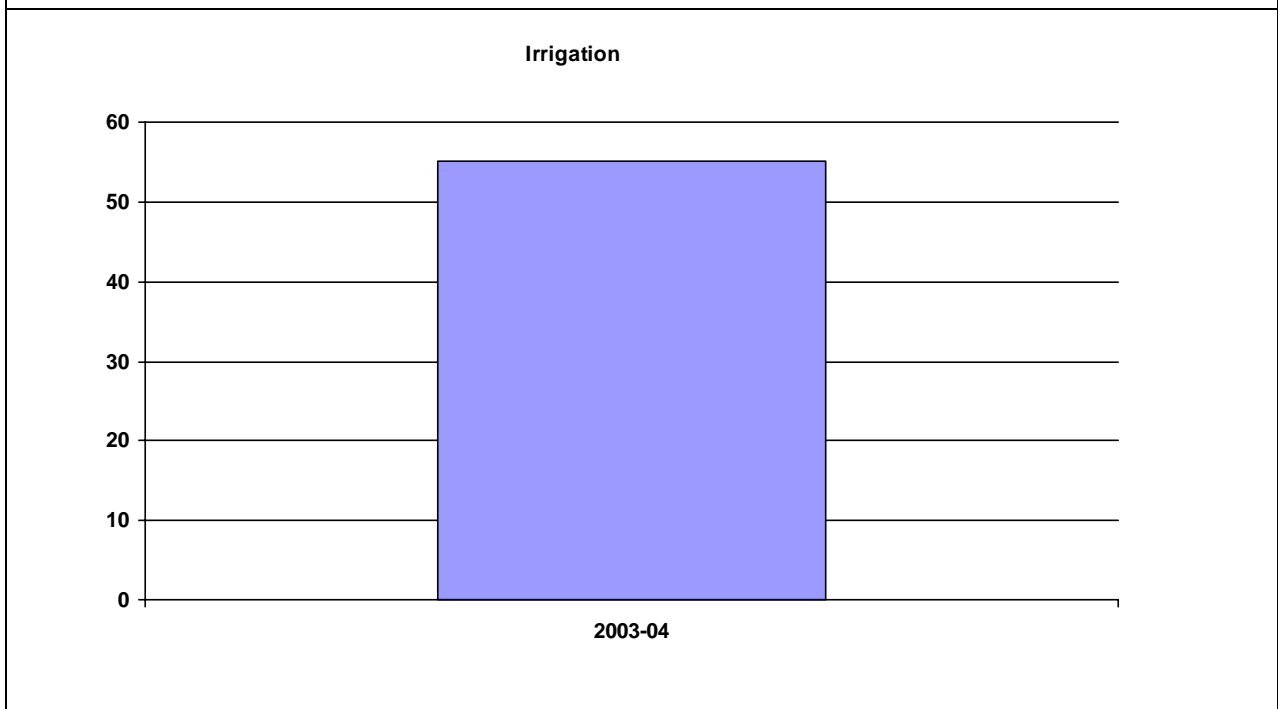
<p><b>Data Source (Tables):</b></p>	<p>GroupPlan, GroupPlanActivity                  Includes the following indicators from the Activity Plan:</p> <ul style="list-style-type: none"> <li>• Livestock Demonstration (304)</li> <li>• Cropping Demonstration (305)</li> <li>• Forestry Demonstration (306)</li> <li>• Aquaculture Demonstration (307)</li> <li>• Other Demonstration (308)</li> </ul> <p>Only the “Actual Value” is counted i.e. planned demonstrations that are yet to completed are not included.</p>
<p><b>Data Validation Considerations:</b></p>	<p>Activity Plans must be added and updated when activities have been completed.</p>
<p><b>Definitions:</b></p>	
<p><b>Data Collection Responsibility:</b></p>	<p>DDOs</p>

**Chart Name:** ACTIVITY GROUPS – Infrastructure - Roads



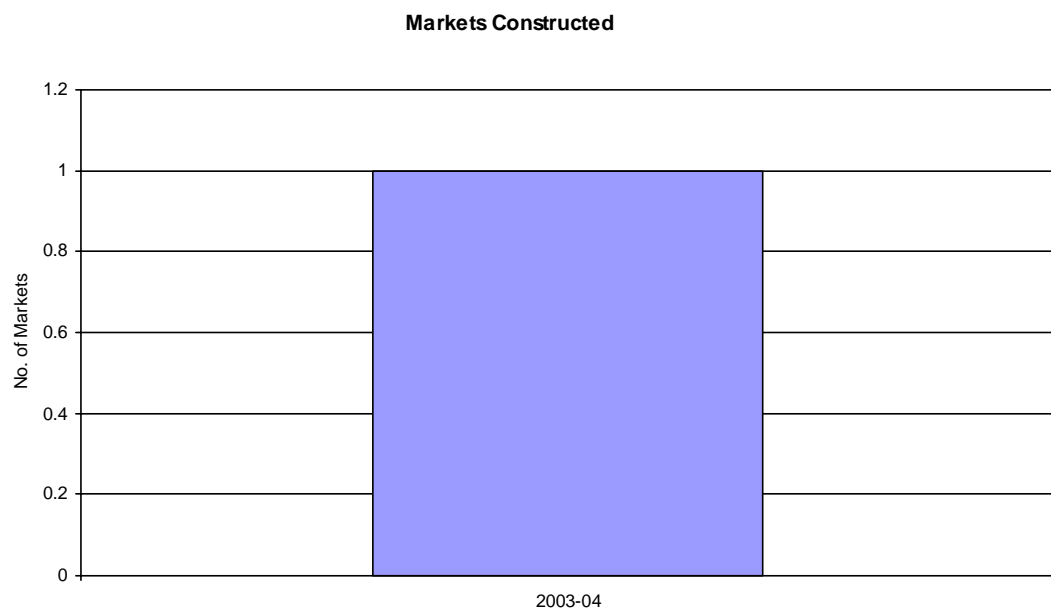
<p><b>Data Source (Tables):</b></p>	<p>GroupPlan, GroupPlanActivity, Indicators                  Only the “Actual Value” of works completed is counted i.e. does not include planned works.                  Includes all Activity Groups and Credit Groups.                  Uses Indicator No. 309 - Roads</p>
<p><b>Data Validation Considerations:</b></p>	<p>Activity Plans must be added and updated when activities have been completed.</p>
<p><b>Definitions:</b></p>	
<p><b>Data Collection Responsibility:</b></p>	<p>DDOs</p>

**Chart Name:** ACTIVITY GROUPS – Infrastructure - Irrigation



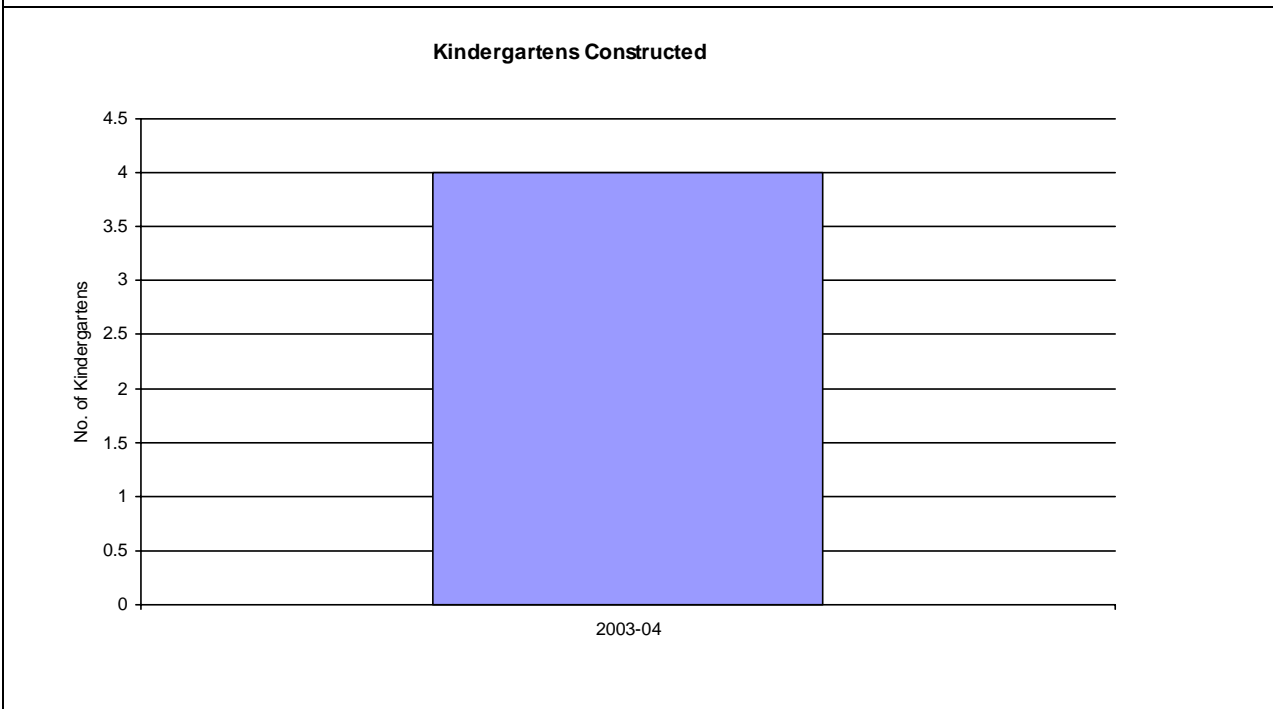
<b>Data Source (Tables):</b>	GroupPlan, GroupPlanActivity, Indicators Only the “Actual Value” of works completed is counted i.e. does not include planned works. Includes all Activity Groups and Credit Groups. Uses Indicator No. 310 - Irrigation
<b>Data Validation Considerations:</b>	Activity Plans must be added and updated when activities have been completed.
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** ACTIVITY GROUPS – Infrastructure - Markets



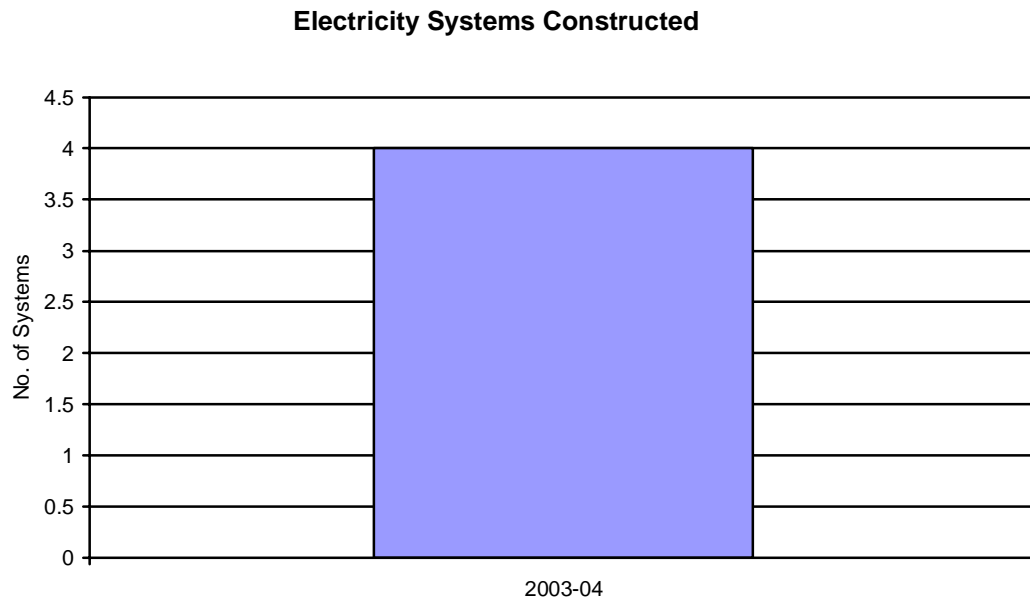
<b>Data Source (Tables):</b>	GroupPlan, GroupPlanActivity, Indicators Only the “Actual Value” of works completed is counted i.e. does not include planned works. Includes all Activity Groups and Credit Groups. Uses Indicator No. 311 - Irrigation
<b>Data Validation Considerations:</b>	Activity Plans must be added and updated when activities have been completed.
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** ACTIVITY GROUPS – Infrastructure - Kindergartens



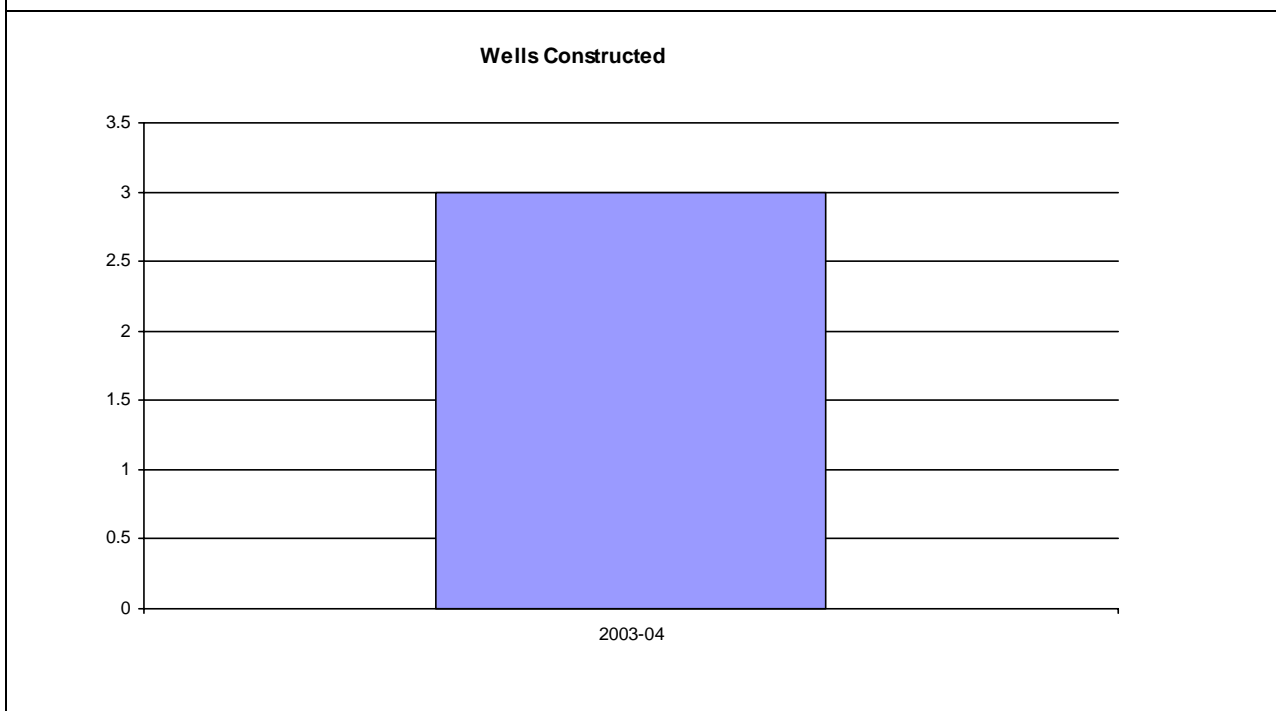
<p><b>Data Source (Tables):</b></p>	<p>GroupPlan, GroupPlanActivity, Indicators                  Only the “Actual Value” of works completed is counted i.e. does not include planned works.                  Includes all Activity Groups and Credit Groups.                  Uses Indicator No. 312 - Kindergartens</p>
<p><b>Data Validation Considerations:</b></p>	<p>Activity Plans must be added and updated when activities have been completed.</p>
<p><b>Definitions:</b></p>	
<p><b>Data Collection Responsibility:</b></p>	<p>DDOs</p>

**Chart Name:** ACTIVITY GROUPS – Infrastructure - Electricity



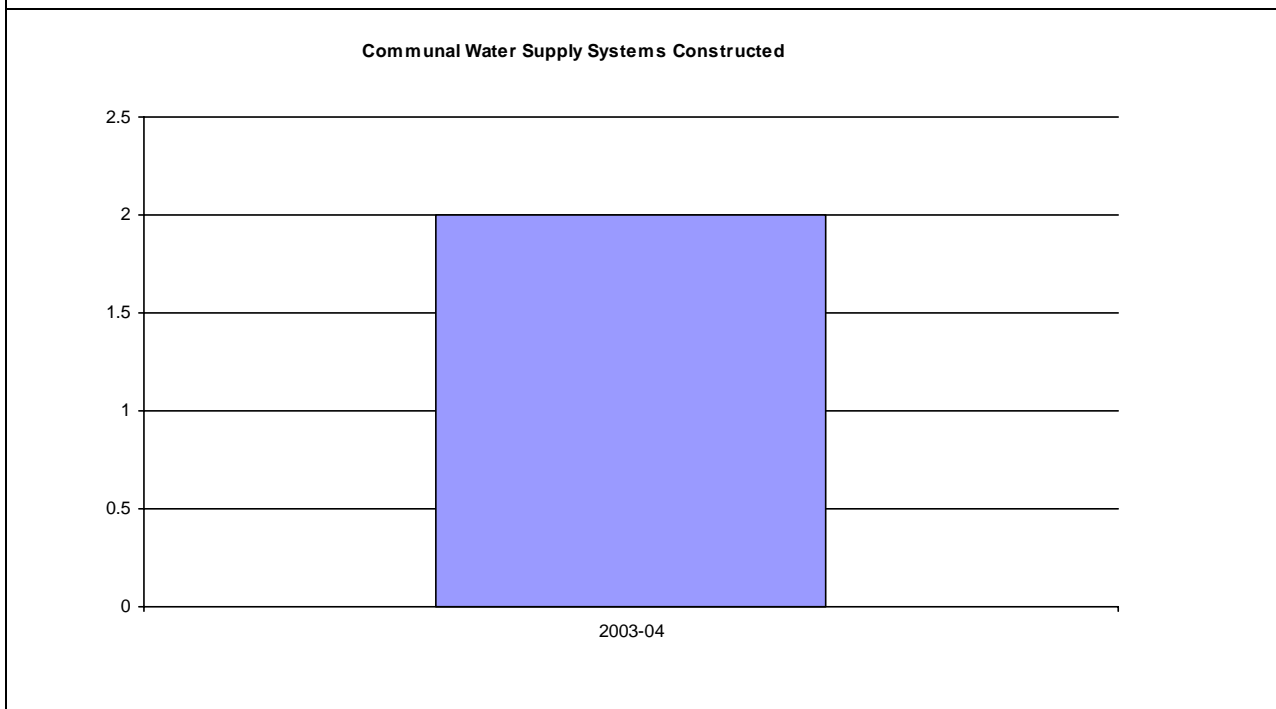
<b>Data Source (Tables):</b>	GroupPlan, GroupPlanActivity, Indicators Only the “Actual Value” of works completed is counted i.e. does not include planned works. Includes all Activity Groups and Credit Groups. Uses Indicator No. 313 - Electricity
<b>Data Validation Considerations:</b>	Activity Plans must be added and updated when activities have been completed.
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** ACTIVITY GROUPS – Infrastructure - Wells



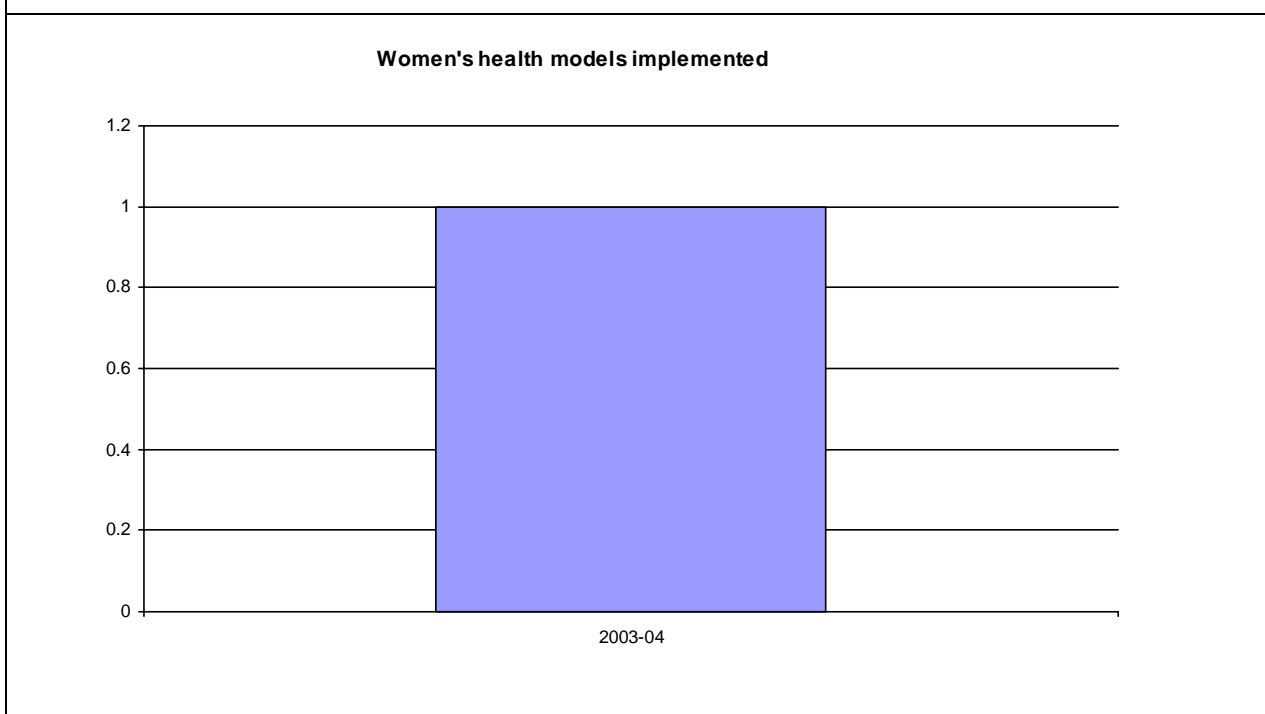
<b>Data Source (Tables):</b>	GroupPlan, GroupPlanActivity, Indicators Only the “Actual Value” of works completed is counted i.e. does not include planned works. Includes all Activity Groups and Credit Groups. Uses Indicator No. 314 - Wells
<b>Data Validation Considerations:</b>	Activity Plans must be added and updated when activities have been completed.
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** ACTIVITY GROUPS – Infrastructure – Communal water supply



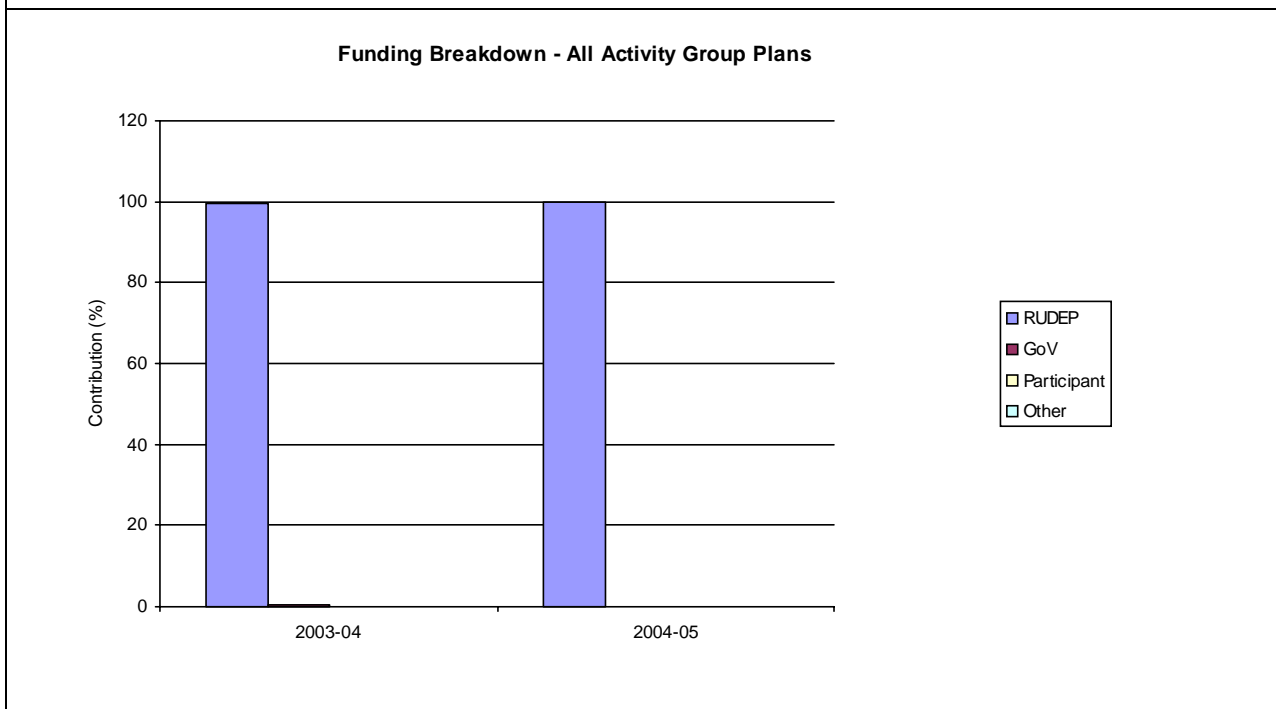
<b>Data Source (Tables):</b>	GroupPlan, GroupPlanActivity, Indicators Only the “Actual Value” of works completed is counted i.e. does not include planned works. Includes all Activity Groups and Credit Groups. Uses Indicator No. 315 – Communal water supply
<b>Data Validation Considerations:</b>	Activity Plans must be added and updated when activities have been completed.
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** ACTIVITY GROUPS – Women’s Health Models



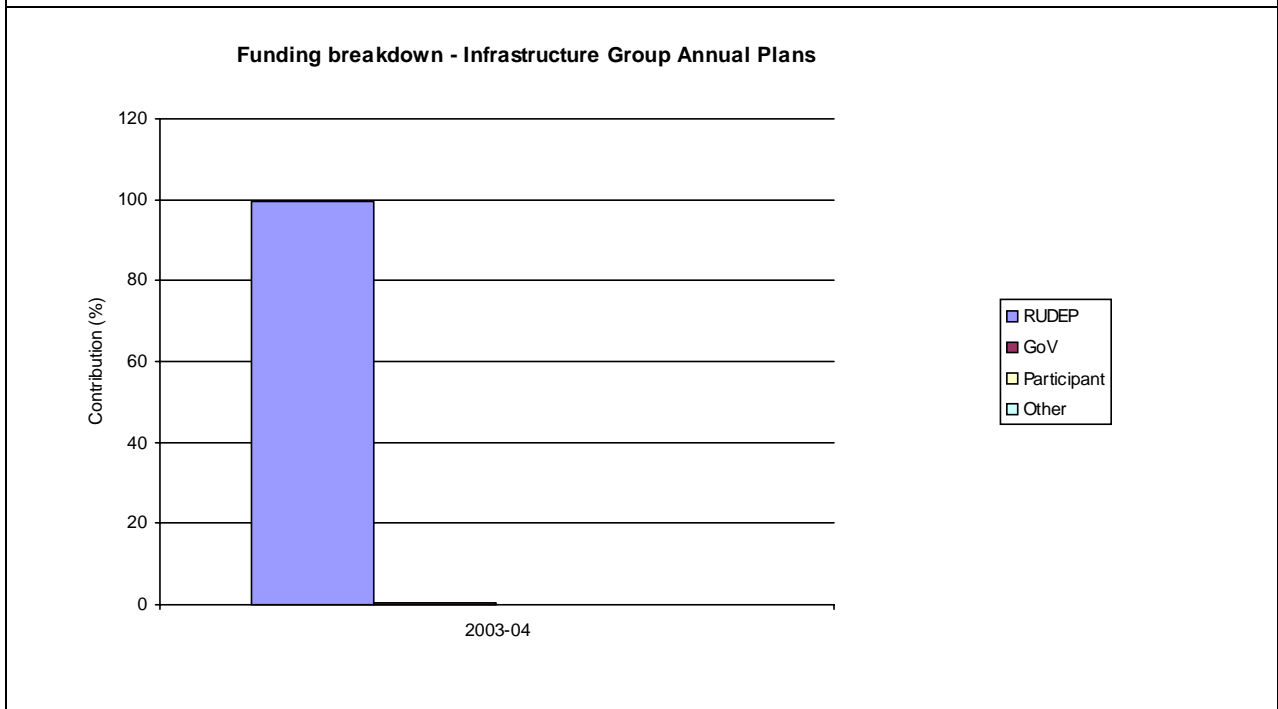
<b>Data Source (Tables):</b>	GroupPlan, GroupPlanActivity, Indicators Only the “Actual Value” of activities completed. Includes all Activity Groups and Credit Groups. Uses Indicator No. 316 – Women’s health models
<b>Data Validation Considerations:</b>	Activity Plans must be added and updated when activities have been completed.
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** ACTIVITY GROUPS – Activity group annual plan budget breakdown



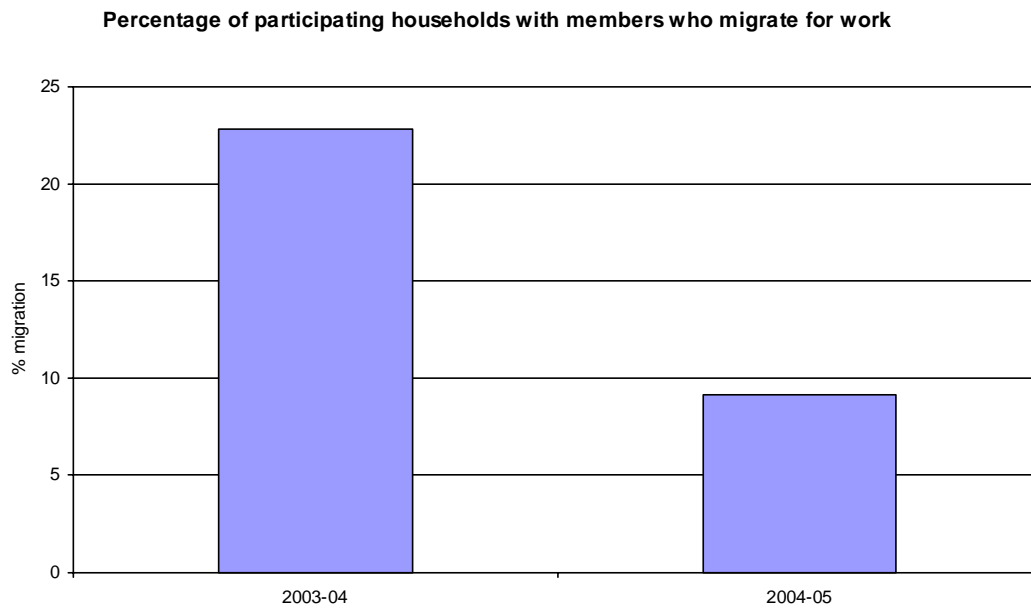
<b>Data Source (Tables):</b>	Group, GroupPlan Sums the budget amounts entered into the Activity Plan (table GroupPlan). The following Activity Group types are included in the chart: Livelihood, Income Generation, Infrastructure, Credit Group
<b>Data Validation Considerations:</b>	Budget amounts must be added to Activity Plans.
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** ACTIVITY GROUPS – Infrastructure group annual plan budget breakdown



<b>Data Source (Tables):</b>	Group, GroupPlan Sums the budget amounts entered into the Activity Plan (table GroupPlan) For Infrastructure Activity Groups.
<b>Data Validation Considerations:</b>	Budget amounts must be added to Activity Plans.
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** HOUSEHOLDS – Migration for work - %HHs



**Data Source (Tables):**

OutcomeIndicatorValue, Indicator  
 Uses the Household survey data as follows:

Count of HHs with members migrating for work (Indicator 202)  
 Total number of households surveyed

**Data Validation Considerations:**

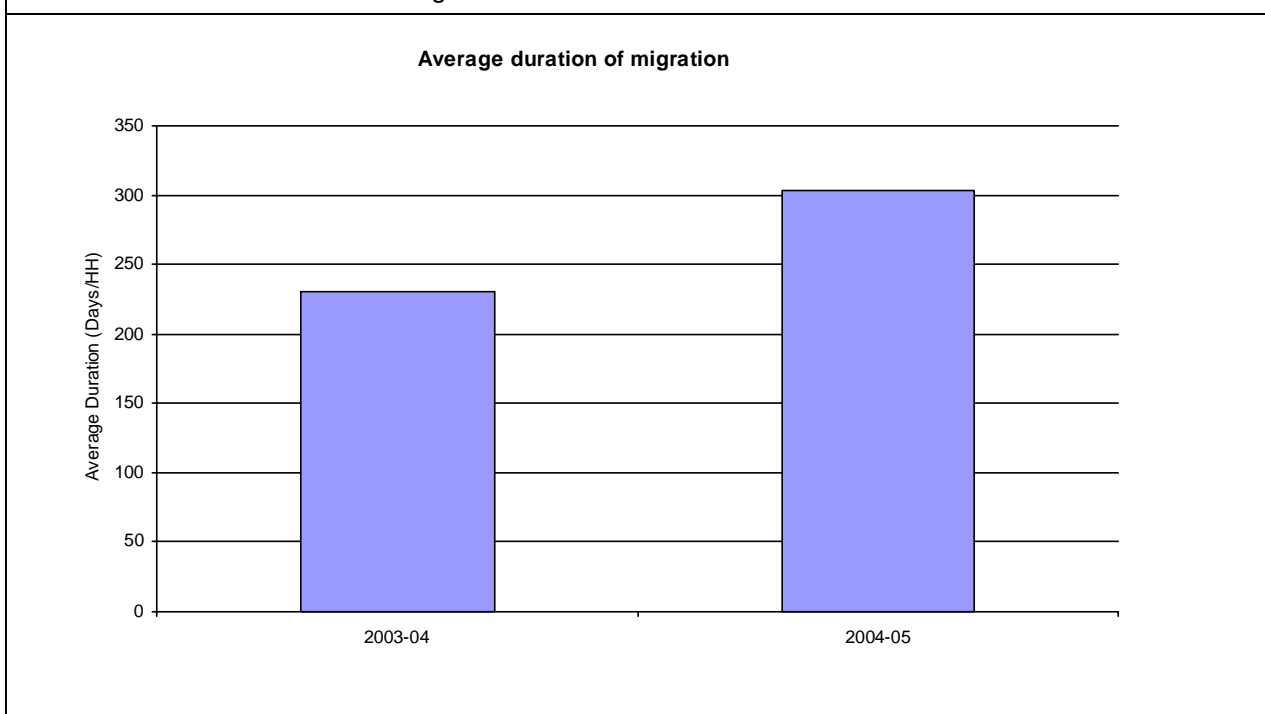
Household survey data must be kept up to date.  
 The following indicator must be included in all surveys: Number of HH members migrating for work (Indicator 202)

**Definitions:**

**Data Collection Responsibility:**

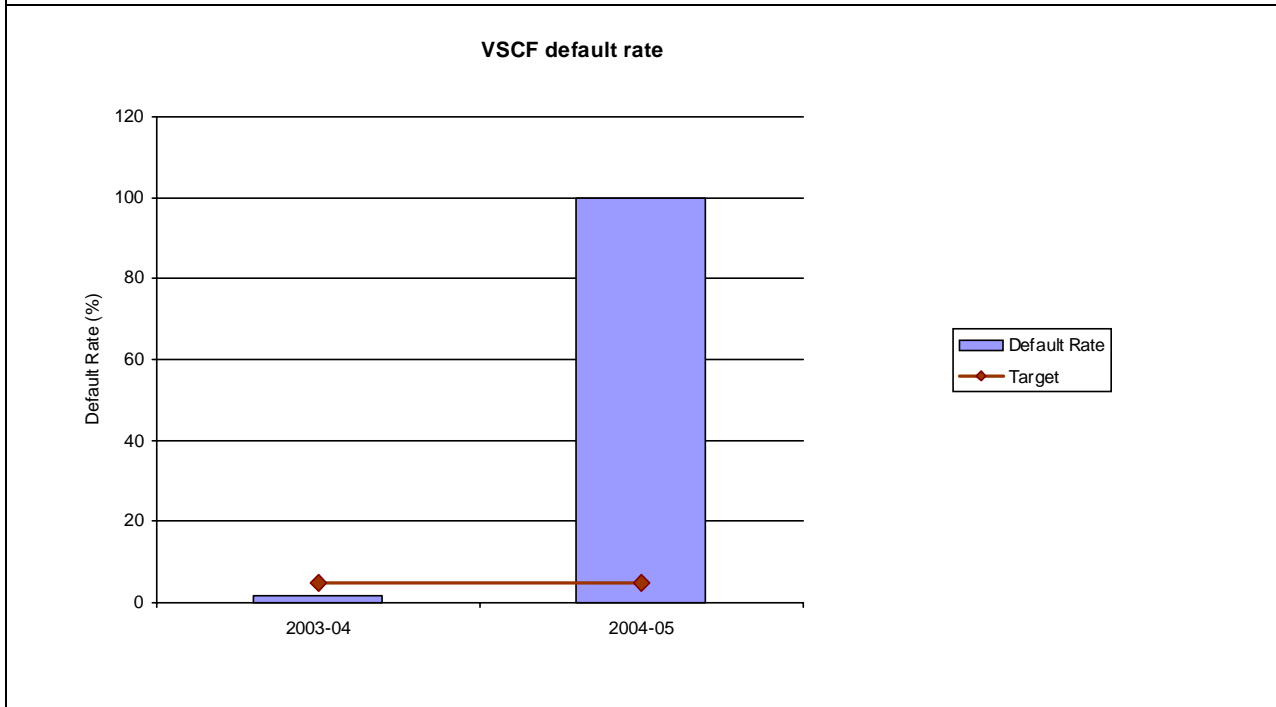
DDOs

**Chart Name:** HOUSEHOLDS – Migration for work - Duration



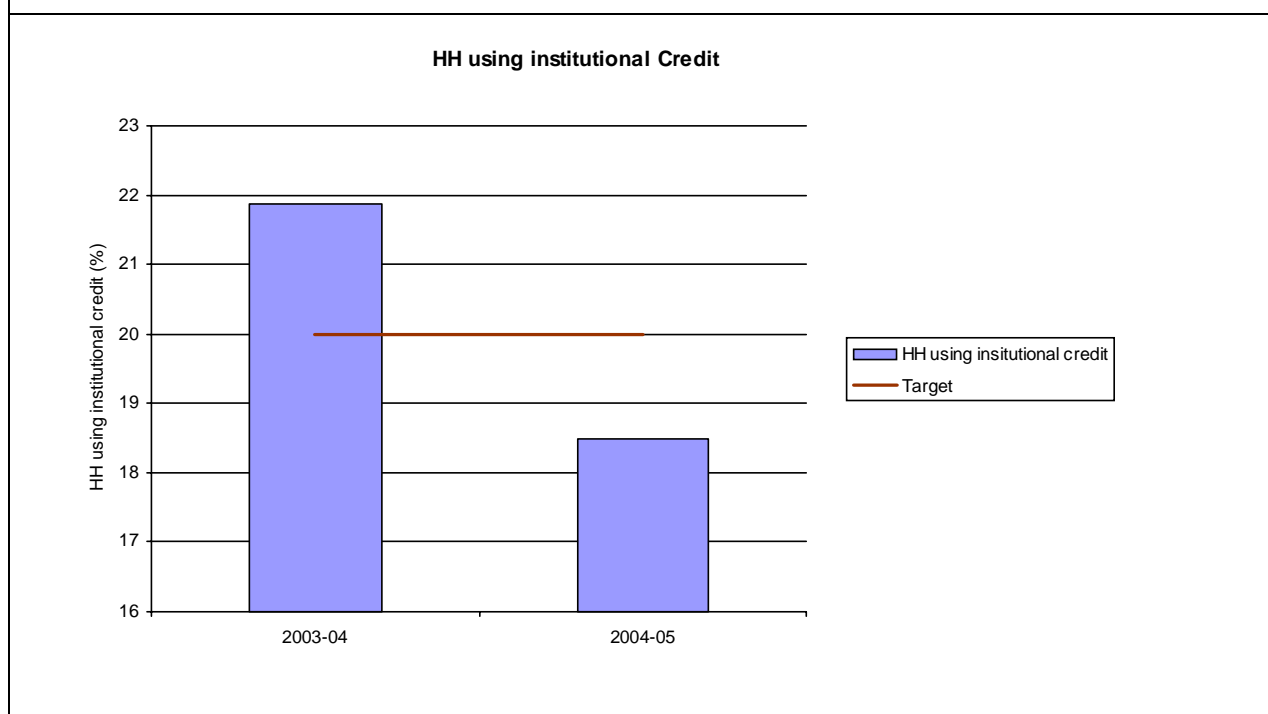
<b>Data Source (Tables):</b>	OutcomeIndicatorValue, Indicator Average duration of migration for HHs that have members migrating for work. Uses Indicator 203 - Duration of migration (total days for all members)
<b>Data Validation Considerations:</b>	Household survey data must be kept up to date. The following indicator must be included in all surveys: Duration of migration (total days for all members) (Indicator 203)
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** HOUSEHOLDS – VSCF default rate



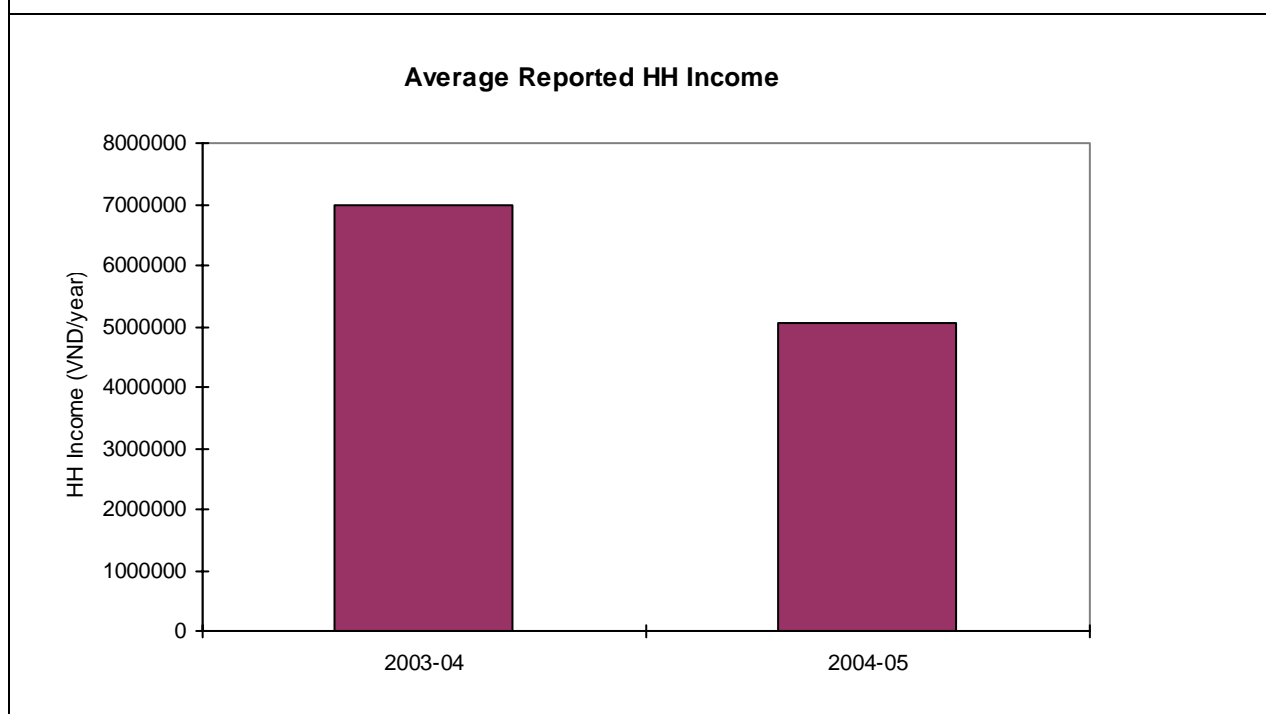
<p><b>Data Source (Tables):</b></p>	<p>OutcomeIndicatorValue, Indicator                  Uses the Household survey data as follows:   <u>Count of HHs defaulting on credit (Indicator 208)</u>                  Count of HHs participating in VSCF (Indicator 207)</p>
<p><b>Data Validation Considerations:</b></p>	<p>Household survey data must be kept up to date.                  The following indicator must be included in all surveys: HH participating in RUDEP VSCF (Indicator 13) and HH defaulting on credit (Indicator 14)</p>
<p><b>Definitions:</b></p>	
<p><b>Data Collection Responsibility:</b></p>	<p>DDOs</p>

**Chart Name:** HOUSEHOLDS – Institutional Credit



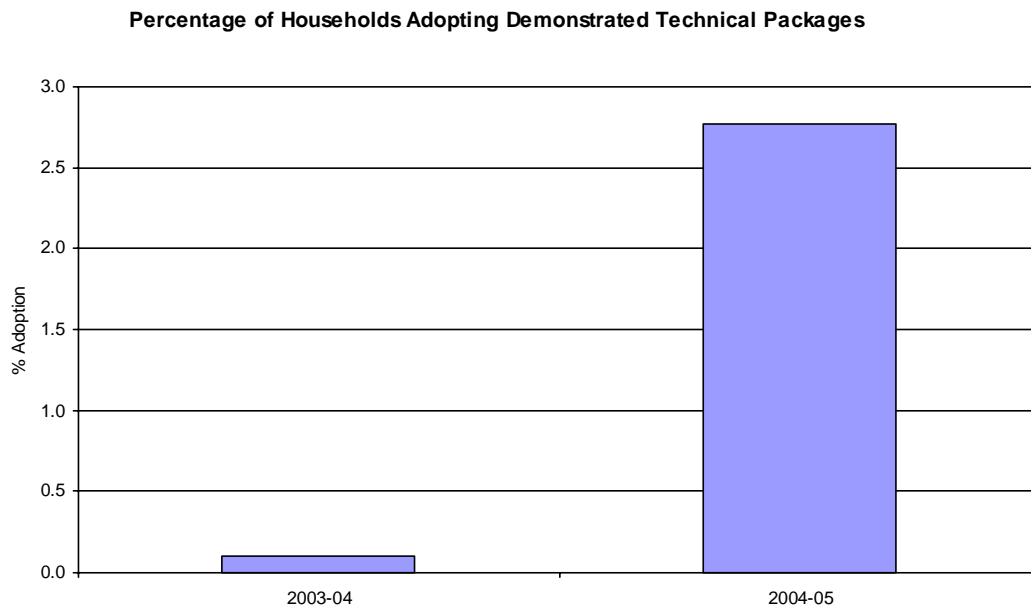
<p><b>Data Source (Tables):</b></p>	<p>OutcomeIndicatorValue, Indicator                  Uses the Household survey data as follows:   <u>Count of HHs using institutional credit (Indicator 206)</u>                  Count of HHs surveyed</p>
<p><b>Data Validation Considerations:</b></p>	<p>Household survey data must be kept up to date.                  The following indicator must be included in all surveys: Household using institutional credit (Indicator 206)</p>
<p><b>Definitions:</b></p>	
<p><b>Data Collection Responsibility:</b></p>	<p>DDOs</p>

**Chart Name:** HOUSEHOLDS – Household income



<b>Data Source (Tables):</b>	OutcomeIndicatorValue, Indicator Uses the Household survey data as follows: Average of HH income (Indicator 204)
<b>Data Validation Considerations:</b>	Household survey data must be kept up to date. The following indicator must be included in all surveys: Household Income (Indicator 204)
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** HOUSEHOLDS – Households adopting technical packages



**Data Source (Tables):**

OutcomeIndicatorValue, Indicator  
 Uses the Household survey data as follows:

Count of HHs adopting demonstrated technical packages (Indicator 209)  
 Count of HHs surveyed

**Data Validation Considerations:**

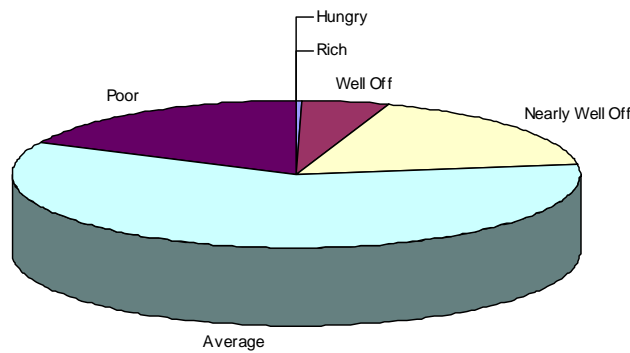
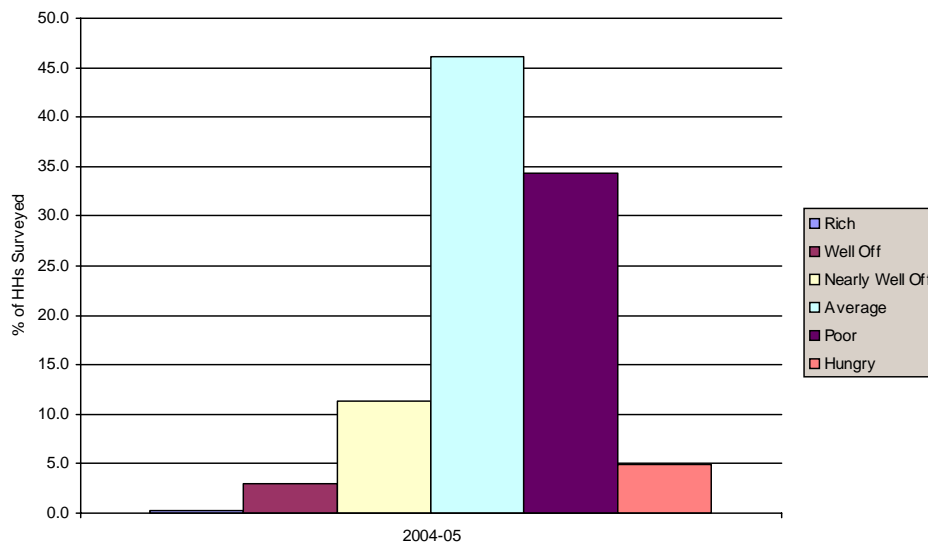
Household survey data must be kept up to date.  
 The following indicator must be included in all surveys: HH adopting demonstrated technical packages (Indicator 209)

**Definitions:**

**Data Collection Responsibility:**

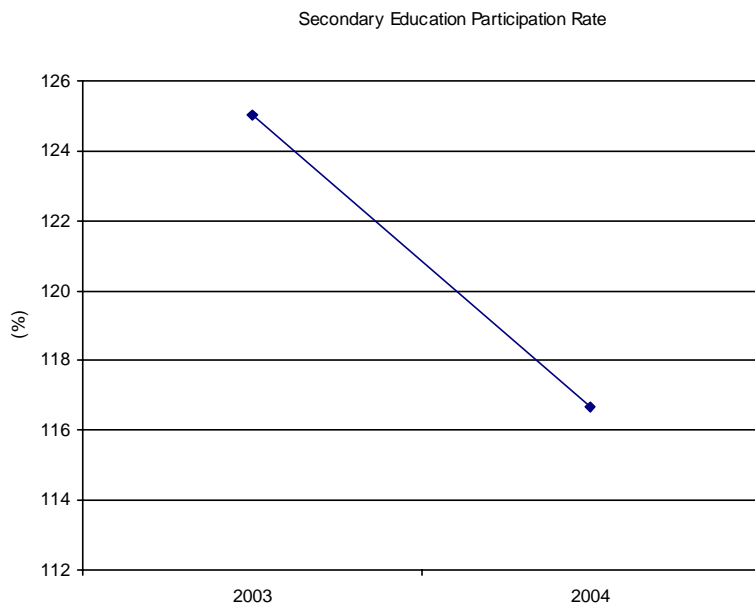
DDOs

**Chart Name:** HOUSEHOLDS – Wealth Ranking



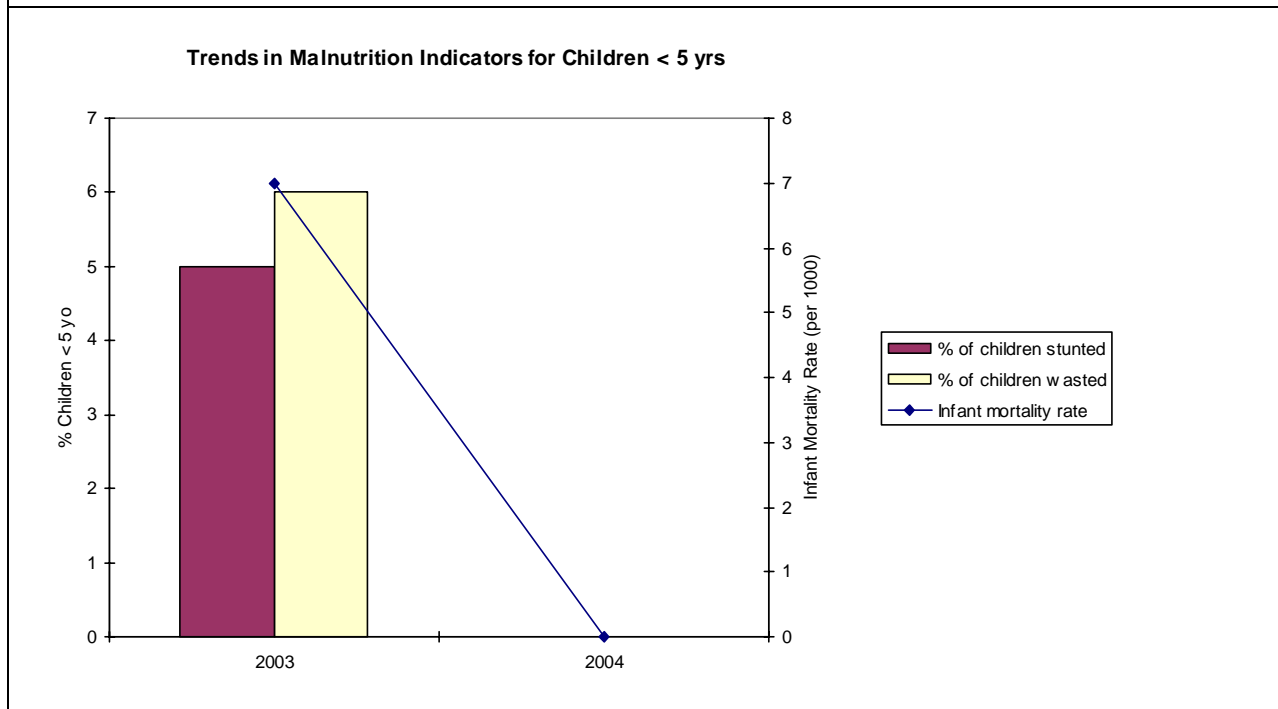
<p><b>Data Source (Tables):</b></p>	<p>OutcomeIndicatorValue, Indicator                  Uses Indicator 300 - Household in WEALTH RANKING list?</p> <ol style="list-style-type: none"> <li>1. Rich</li> <li>2. Well off</li> <li>3. Nearly well off</li> <li>4. Average</li> <li>5. Poor</li> <li>6. Hungry</li> </ol>
<p><b>Data Validation Considerations:</b></p>	<p>Data collected during wealth survey.                  The following indicator must be included in wealth surveys: Household in WEALTH RANKING list (Indicator 300)</p>
<p><b>Definitions:</b></p>	
<p><b>Data Collection Responsibility:</b></p>	<p>DDOs</p>

**Chart Name:** OTHER – Secondary Education Participation Rate



<b>Data Source (Tables):</b>	OutcomeIndicatorValue, Indicator  Number of secondary aged youth (Indicator 101) Number of secondary aged students (102)
<b>Data Validation Considerations:</b>	Province indicator data must updated annually including: Number of secondary aged youth (Indicator 101), Number of secondary aged students (102)
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

**Chart Name:** OTHER – Child malnutrition indicators



<b>Data Source (Tables):</b>	OutcomeIndicatorValue, Indicator
<b>Data Validation Considerations:</b>	Province indicator data must updated annually including: % of children wasted (Indicator 104), % of children stunted (Indicator 103) and infant mortality rate (Indicator 105)
<b>Definitions:</b>	
<b>Data Collection Responsibility:</b>	DDOs

### **Limitations**

URS Australia Pty Ltd (URS) has prepared this report for the use of AusAID Quang Ngai Rural Development Program in accordance with the usual care and thoroughness of the consulting profession. It is based on generally accepted practices and standards at the time it was prepared. No other warranty, expressed or implied, is made as to the professional advice included in this report. It is prepared in accordance with the scope of work and for the purpose outlined in the Program Design Document.

The methodology adopted and sources of information used by URS are outlined in this report. URS has made no independent verification of this information beyond the agreed scope of works and URS assumes no responsibility for any inaccuracies or omissions. No indications were found during our investigations that information contained in this report as provided to URS was false.

This report was prepared during October 2004 and is based on the conditions encountered and information reviewed at the time of preparation. URS disclaims responsibility for any changes that may have occurred after this time.

This report should be read in full. No responsibility is accepted for use of any part of this report in any other context or for any other purpose or by third parties. This report does not purport to give legal advice. Legal advice can only be given by qualified legal practitioners.