

## **Sahaj-NAMDP Information Management System**

### **1. Background Description:**

Sahaj-NAMDP has successfully used MS Access, MS Excel, KoBo Toolbox and Mobile/Tablet to design and operate its information management system. MS Excel is used to prepare intervention plans, design survey tools and survey data entry formats when hardcopies of survey tools are used for data collection. KoBo Toolbox and Mobile/Tablet are used to complete the surveys (i.e., digitized survey tools, collect data, upload and download data). MS Access is used to develop databases to store and retrieve analyzed data/information in tabular formats for reporting, learning and sharing within and outside Sahaj-NAMDP. Fig. 1 presents the different elements of Sahaj-NAMDP Data/Information Management System in detail.

### **2. How We Operate the System**

#### **2.1 Intervention Plan Database**

MS Access and MS Excel are used to manage results, indicator projection and achievement database. MS Excel is used to prepare Intervention Plan which contains several sheets. After completion of intervention plan in MS Excel, data/information from these sheets are transferred/imported to database designed in MS Access.

#### **2.2 Partners and Partnership Database**

After signing the partnership contract agreement with implementing partner, the important data/information from these documents are transferred to partner and partnership database designed in MS Access. These databases contain partner based information, intervention basic information, activities and deliverables plan, working districts and list of participants from the activities.

#### **2.3 Results and Indicators Database**

This database provides data for result chain indicators and compiled data for log frame indicators. The results chain indicators projections are entered after completion of Intervention Plans including results chain indicators and projections. The progress by indicators is entered regularly after completion of monitoring and results assessment surveys.

#### **2.4 Survey Database**

After finalization of survey questionnaires, these are digitized in KoBo Toolbox and deployed to KoBo Toolbox server. Then Smartphones/Tablets are used to collect data during survey (offline) and uploaded to KoBo Toolbox (online). The quality of data is checked online and required instructions are conveyed to improve the quality immediately. After completion of data collection (survey), the data is downloaded to MS Excel and data cleaning is performed to prepare the final survey data sets for analysis. Clean data sets in MS Excel are restructured as per requirement of Analysis Package developed in MS Access.

The clean and restructured data sets (MS Excel Sheets) are transferred/imported to an Analysis Package developed in MS Access. Different reports as per the requirement of the project are generated from the Analysis Package.

**Fig: 1 Sahaj-NAMDP Information Management System Flow Chart**

