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INFORMATION MANAGEMENT SYSTEM IN THE LIVELIHOOD PROJECT

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ABSTRACT

Globalization and the growth of digital information have made significant contribution in the field of information management. The technology helps to maintain the information, fix accountability, provide transparency, faster and improved decision making, and platform for better utilization of resources with result oriented implementation. It is the most precious things if it is related to the social sector, where financial resources come from different institutions for the good cause with limited time period. In the paper, we describe Project Information Management System (PIMS) of Integrated Livelihood Support Project (ILSP) assisted by IFAD and Govt of Uttarakhand. The paper provides key summary of PIMS including its modules, functional areas, benefits and utilization of project resources and governance. It is an indigenous tool that helps to maintain all information and provide platform for planning, implementation, monitoring & evaluation and decision making. It is an example for others how the project or organization can use the information management system.

KEYWORDS

project information management system (PIMS), planning, implementation, monitoring & evaluation.

INTRODUCTION

The purpose of information management and governance is "Right information available to the right people at the right time". Technology plays a vital role on information sharing as well as information governance whether it is internal or external. The paper indicating how technology provides a platform for planning, proper implementation, decision making, monitoring and evaluation to the project where different stakeholders are associated for specific objectives and for limited period. All stakeholders are equally responsible for proper utilization of fund and resources, cohesive efforts for achieve the goal and fulfill the objectives.

This paper takes live example of a project implementing agency (PIA) Uttarakhand Gramya Vikas Samiti (UGVS) for Integrated Livelihood Support Project (ILSP), a joint initiative of Government of Uttarakhand and International Fund for Agriculture Development (IFAD) and being implemented in Uttarakhand covering 126000+ households from 44 blocks of 11 hill districts under the Rural Development department (RDD). Other implementing agencies are Project Society Watershed Management Directorate (PSWMD) and Uttarakhand Parvatiya Aajivika Samvandharan Company (UPASaC). In addition of these, there are different sub-projects based on specific sub-themes under the ILSP that are implemented by different line departments, boards, university, kvks, NGOs and others. Project duration is approximate 7 years. UGVS was registered in 2004 under the Societies Registration Act 1860. This society is promoted by Rural Development Department (RDD) of Uttarakhand to undertake implementation of livelihood projects. UGVS developed in-house information management system. The system covers different information module, that helps in decision-making and better implementation of the project.

In the digital era, all hard (paper based) information is transformed into digital format. The digitization of information in the project helps faster decision-making, systemized implementation, proper utilization of resource and funds, and for monitoring the progress. The Stakeholders can evaluate their progress at any point of time and develop action plan for upcoming activities. The digitization of information also helps the communities, stakeholders, donor and local government to know what is going on at real time basis. UGVS MIS is also plotting their information in digital form and presenting it on MAP. A web-based information system provide platform for managing, utilization and monitoring the project information. The MIS helps not only top management but also facilitate field level staff in their daily works. The automation of data into information and facility of data analysis with reports are easy for them at one click. It is quite easy to extract all information either recent or previous years and know how project is functioning. Two type of software are used by the UGVS, one for financial accounting, through customized Tally ERP 9 (double entry system) and second is web based MIS. MIS is synchronizing with Tally or financial data.

The management information system of UGVS is accessible to all the stakeholders of project including government, donor agency and community organizations.

1. INFORMATION MANAGEMENT

Through Information management a project can improve its transparency, decision-making, learn and create new knowledge. The project information process can be described as a logical chain of linked ideas/process that starts and continue with information users. Generally, a project has different sub-sactoral themes to meet the goal, according to that there are different information modules. Each module has its own objective and processes with certain assumption. Here, in the first module, we describe conceptual part of the system and how it works. After that other sub- sactoral themes based modules.

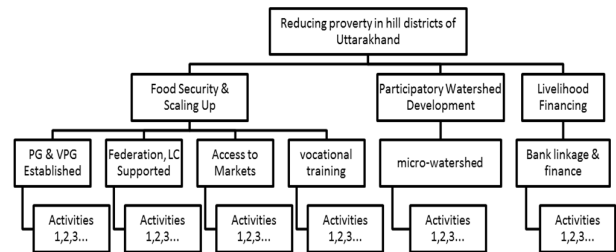
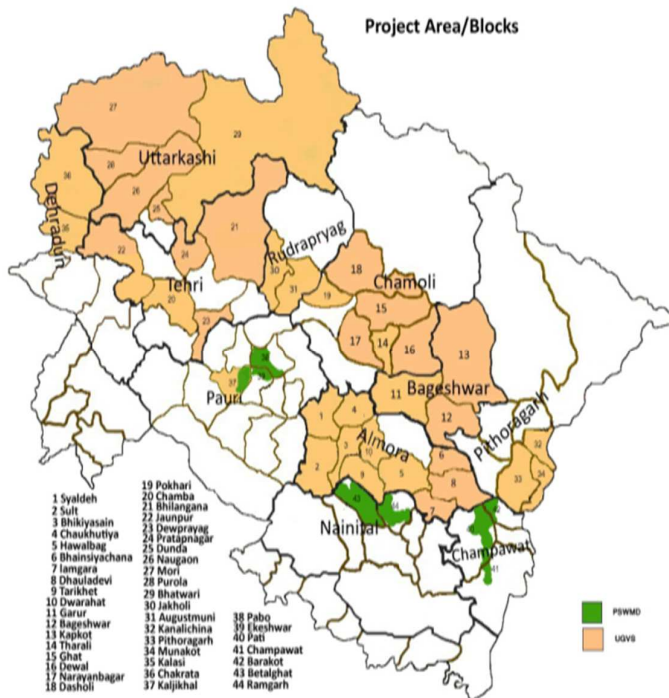
INFORMATION MODULES

Project Information Management System is depending on six core modules i.e. scope, schedule, budget, team, beneficiary and results. The main source or base documents that describe these modules is Project Implementation Manual (PIM). The PIMS is conceptualized and developed based on the PIM.

1.1.1. SCOPE

Project scope is a central module that includes chart of accounts (CoA) based on logical framework. CoA is list of all activities having specific target and process of implementation with specific time period and appraisal budget. In broad prospects, project locations were defined by donor and the government. Project depicts it into real time Geographical map. The chart of account present in a work breakdown structure (WBS) according to the logframe.

CHART 1: PROJECT AREA AND WORK BREAKDOWN STRUCTURE



1.1.2. SCHEDULE

Each financial year, project prepares its annual work plan and budget (AWPB), procurement plan with scheduling of the activities. The information system provides a platform where project manager plan the site-specific AWPB, Procurement Plan and activity schedule with active association of Block level Technical Agency.

1.1.3. BUDGET

Project manager develop a yearly budget with bottom-up approaches. After the budget finalization, the same is uploaded on the Tally software. The information system provides different types of budget analysis report at different levels. PIMS facilitates them to see the virtual information and it represents information into graphical as well as tabular forms. MIS also provide real time financial progress with sync from Tally data. There are several checks (rules) in Tally and MIS for fiduciary control. Alteration in data after the allocated time limits prohibited and without permission of higher authority is not possible. Financial expenditure is mapped with geographical locations and beneficiaries. Project can segregate information at state, district, blocks, village level as well as federations (Self Reliant Cooperative), producer groups, vulnerable producer groups and households level. All stakeholders can monitor the budget through budget chart and in tabular form including burn rate that can help to know how implementation is going on.

1.1.4. TEAM

According to the project organization structure, all project managers have pre-defined responsibilities as per term of reference. All activities are mapped with project manager through chart of account. Each tasks or activity is displayed according to the responsibility assignment matrix. The mapping is done up to the field level resources.

1.1.5. BENEFICIARY

The information system maintains beneficiary details with their demographics, social and economic information. Project collects the beneficiary information into a KYC form with the permission of beneficiary. All project interventions are linked with the beneficiary data into system. It helps the project can easily track beneficiary and their activities.

1.1.6. RESULT

PIMS is based on logical framework approach. It provides real time progress against the output indicators. The outcome data monitors through different surveys i.e. Annual Outcome Survey, Knowledge Aptitude & Practice Survey (KAPs). For the impact measurement, the project conducts baseline, mid-term and end-term Socio-Economic and Result and Impact Management Survey (RIMS) surveys. Information system provides primary data for the surveys.

COMMUNITY INSTITUTION

Primarily PIMS is maintaining two types of community institutions' data besides the individual level. One is Producer Group / Vulnerable Producer Group (PG/VPG) that is similar to Self Help Group (SHG) but more focus is on production and marketing. Second is Livelihood Collectives (LC), a self-reliant cooperative society. In general, a LC has 50 groups (500 shareholders) and a group has 10 households.

PRODUCER GROUP /VULNERABLE PRODUCER GROUP

The information system provides a facility to maintain all PG/VPG data, including members (project beneficiary) profile, group account data, saving & thrift information, production and marketing information. Groups are maintaining their data into group registers that is uploaded into PIMS on regular basis through field level staff. This database not only helps the project but it also helps the government. Besides information management and report generation from PG/VPG data, the system provides a platform for assessment of crop production, assessment of credit need, bank linkages etc. Presently PIMS have more than 5500 PG/VPG including 51000 households information.

LIVELIHOOD COLLECTIVE

Livelihood Collectives provide all type of services to its shareholders (member of PG/VPG). It facilitates collective input supply as well as collective output into market. LC is a collection point of group produce and further marketing. The LC staff maintains the records and further provides the data into the PIMS. A monthly performance of LC is auto generate from the system based on their monthly data. The performance sheet is link with their remuneration for particular month. Based on PG/VPG and LC data, performance measurement forms for implementing NGOs has been generate from the system. The monthly performance measurement forms includes key indicators like food security, infrastructure, production, cultivated land area, marketing turnover and profitability, governance, input and output supply. Each month Chief Representative of agency and project official review the performance based on system generated information and provide the comment on the system.

INTEGRATED IMPLEMENTATION

There are different sub-sectorial themes that are implemented in collaboration with line departments, university, Krishi Vigyan Kendra, Boards and NGOs. All agencies have expertise in their own areas. Project and agencies signed the contract for specific objectives and goal. Uttarakhand Livestock Development Board (ULDB) is providing AI (Artificial Insemination) services through ILDC (Integrated Livestock Development Centers). Uttarakhand Sheep and Wool Development

Board (USWDB) provide services through ILDC and Health camps at sheep migratory routes. Uttarakhand Bamboo and Fiber Board (UBFDB) works in Nettle based resource development, Animal Husbandry Department (AHD) developing fodder banks, Department of Agriculture, Horticulture, The Goat Trust, GBUAT Pantnagar, Doon University and more than 25+ agencies are working under the integrated implementation. UGVS provide a separate information system for all agencies, where they can feed their data and share information. At present the system have more than 2 lakh+ beneficiary data.

KNOWLEDGE MANAGEMENT

“Right knowledge, right place, right time” Knowledge is derived from information but it is richer and more meaningful than information. Knowledge management (KM) is based on the idea that an organization’s most valuable resource is the knowledge of its people. UGVS provide different type of platform for knowledge sharing like online KM center, WhatsApp, Mobile messages, YouTube and other ICT based tools. Online KM center is unique for organization that includes document sharing, blog, news flash and focus group discussion. The online KM center not only helps current users but also will help new users. The KM center helps in making pool of resource database as well as document repository. The center facilitates to provide qualitative information in the form of discussion, case studies and success stories. Project disseminating information (i.e. project activities, seasonal agri-horti crop related alert, insurance, krishi melas, and others) through voice and text messages at different time to the community in Hindi. This can help and create awareness into community.

INTERNAL CONTROL & PROCESS

PIMS also helps to strengthen internal process and control the activities. It facilitates budgetary control as well as increase the transparency in term of providing services to the community. All financial expenditure is tracked up to beneficiary level that helps in the utilization of resources as well as reduces the duplicity of benefits. It provide decision-making tool and background for decision taken by the management to where and which area they need to focus or enhance capacity of which staff. Field movement, field staff turnovers, utilization of resources, asset management and others facilities into PIMS facilitate the organization. It controls internal management as well as increase internal efficiency and transparency and develops human resource strategy. The system provides help into internal and external audit also.

FUND MANAGEMENT

PIMS provide platform to the organization, to keep track record of fund. All data related to fund like how much fund receive by the project from government? How much advances to different implementing agencies? What is current expenditure? When we required fund? Where is unutilized fund? And so on. Besides this system provide a platform to plan site specific budget and after approval the expenditure information against the approved budget. The system also provides category (civil works, capacity building, watershed treatment etc.) wise expenditure and status of claim.

PROCUREMENT MANAGEMENT

Project has designed a system to track progress of procurement and procurement link payments. All concerned managers prepare draft procurement plan with AWPB. The procurement plan includes procurement methods, limit, types, period and other details. After approval of AWPB & Procurement plan, responsible managers provide actual details against the plan. In addition, project is maintaining the contract monitoring form (contract logs) and payment monitoring form. Contract monitoring form maintain all contracts with project including activity, party name, time period, procurement method, type of procurement and others. Project finance manager and project directors duly sign the contract log and submit to donor agency on monthly basis. The payment monitoring form maintained on monthly basis, which includes all payment with details against the milestone.

VOCATIONAL TRAINING

“Improve access to employment by vocational training linked to job placement”, with this objective, project implement vocational training program with the target of 10000 youths (60% are girls). There are 20+ training providers, providing training in different locations of Uttarakhand. The course curriculum and guidelines are adopted from National Skill Development Mission.

For maintenance of the records, tracking progress and monitoring the program; project develops in-house separate information system. The system start from training providers basic details, student mobilization in the fields, profile of selected students (link with aadhar), batch formation, batch approval from divisional management unit as well as project management unit, batch insurance, training commencement, daily attendance, examination with result, certification, pre and post placement details, employment tracking in every 3 month up to 1 year. Besides this, there is provision of knowledge sharing, photographs and feedback system. Daily attendance is captured through biometric machine, which is synchronizing on real time basis with information system. All payments are linked with system generated reports.

PERFORMANCE MANAGEMENT

Staff performance is key of success for an organization. If staff is performing well according to the schedule of activities and within scope of their term of references, than everything on the board and goal can be achieved. But how to measure the staff performance and how to know where they need skill enhancement, where HR needs to focus? All are equally important for success. UGVS has creates a provisions into PIMS for staff performance measurement based on key performance indicators (KPI). The KPI is divided into three parts – The first one has direct link form physical and financial target derived from system. Second is dependent on self-appraisal including respective senior’s appraisal, and the third part is soft skills including collaborative tasks, communication, innovative and others. The second part is also linked with field level reports and different monitoring formats. Staff job security and annual increment in remuneration is dependent on performance score. Management discusses with concerned staff after the review is done and try to find out solution why someone is performing below average. This system increases the accountability of individuals and helps management to allocate and utilized the workforce.

MONITORING AND EVALUATION

Monitoring and evaluation are “twin sisters”. They assist management in knowing whether program objectives are being achieved, to what extent there is need for mid-course correction to address emerging problems, in the environment, or assess employees’ efficiency, and maintenance of standards. Both examine indicators, targets, criteria and standards. The meanings and definitions of monitoring and evaluation are often contentious because of the two activities’ substantial overlap.

PIMS provide real time progress against output as per logframe, Ist and IInd level indicators of Result and Impact Management Survey (RIMS) and other tools, derived from chart of accounts and other associated information. These tools are jointly evaluated by project and stakeholders that provides fair picture on areas where improvement is needed. Budgetary monitoring, activities monitoring, procurement monitoring, stakeholder monitoring, institution monitoring, staff performance and other features create uniqueness in PIMS.

In addition to normal monitoring system, project has mechanism of joint monitoring with involvement of government and public representatives at the State, District and Block levels. Project provides access of the information system, so that they can monitor progress other than normal review. The donor agency can also view the progress from the information system. [Key decision/benefit – better implementation and fast decision making]

HELP LINE

The help line works in both direction but primarily it is a reverse help line where project person talk randomly with beneficiary, discuss and know how actual implementation is going on, what are emerging situations and so on. After getting the information, they share with concern project managers. This can help the project managers to plan according to findings. The information system provides primary data for help line so that they can monitor the progress and provide support in better implementation and helps community.

2. CONCLUSION

In short, the project information management system provides a handholding support to all staff and stakeholders associated with the project. It helps implementation team and support the management in terms of planning and decision-making. PIMS provide a platform that establish synchronization among different activities of a project. It also provides critical information to the executive and top-level managers for making strategic decision. PIMS is not only limited for information management but also stocktaking the M&E tasks.

3. ACKNOWLEDGMENTS

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ANNEXURES

SNAPSHOTS OF MAIN WINDOWS

The screenshot displays the website for Uttarakhand Gramya Vikas Samiti. The browser address bar shows the URL <https://ugvs.org/managementinformationsystem.html>. The website header includes the organization's name and a navigation menu with links for Home, About Us, ULIPH, ILSP, Events, Gallery, and Contact. A central banner features the text: "enable rural households to take up sustainable livelihood opportunities integrated with the wider economy". Below the banner, the title "ILSP Management Information System :" is followed by a detailed description of the system's capabilities, including its role as a Knowledge Management Center and its integration with various data sources and reporting tools. The page also lists specific modules: "ILSP Vocational Training MIS" and "ILSP Integrated Implementation MIS [Other Institutions]", each with a brief description of their functions. At the bottom, there are three links: "ILSP MIS & KM Center", "ILSP Vocational Training MIS", and "ILSP Integrated Implementation MIS".

Integrated Livelihood Support Project - MIS

HOME | ChartofAccount | ANWPB | Procurement | Achievement | Dev.Finance | Profiles | Utility | M & E | Data | OnlineUser

Harvest Season of => CAULIFLOWER, JHANGORA, MANDUA, ONION, PEA,

M&E Calendar & Imp Task

- Submit Audited annual report with financial statements and management letter to IFAD by 30 September every year.
- Submit RIMS report to IFAD by 15 January every year.
- Submit half yearly financial statements to IFAD by within 45 days of end of the reporting period.
- Submit half yearly and annual progress reports to IFAD within 45 days of end of the reporting period.
- Submit Form C-10 to IFAD by every month.
- PMC at Quarterly and PSC at Half Yearly.

Progress Summary Reports

- Organization Wise Progress
- Budget Estimation vs Progress Summary
- LC/Federation Business Data
- Physical Financial Progress (all in one)
- HCM Review Final Report
- Staff Performance Position wise
- Activity Calendar Summary (District)
- Vocational Training Phase 1
- Division Wise Progress
- Logical Framework
- Common Program
- Integrated Implementation Summary
- Activity Calendar Summary (State)
- Vocational Training Phase 2

Technical Agencies Related Reports

- Block Level Loanframe (Appendix B)
- TA Activity Calendar (As per Agreement)
- Block wise 3SP vs Expenditure (Details)
- Monthly Review Parameters
- Key Progress (New Block)
- Key Progress (Nodal Federation)

Financial (in Lakh) Progress* [EXP-B,C,]/ Target

Block	Actual	Target	%
Bhujason	143.55 / 339.01		[42.34 %]
Chakras	104.08 / 328.89		[31.65 %]
Haradoli	145.19 / 331.12		[43.85 %]
Gov	118.21 / 315.12		[37.51 %]
Siyon	138.00 / 316.24		[43.64 %]
Diru	97.72 / 291.87		[33.51 %]
Thari	2.05 / 5.50		[37.27 %]
Almora	3.27 / 7.16		[45.65 %]
Bageshwar	1.97 / 3.98		[49.36 %]
Chamoli	1.97 / 4.43		[44.47 %]
Uttarkashi	1.41 / 3.67		[38.42 %]
Dehradun	1.82 / 4.71		[38.64 %]
Rudrapur	2.97 / 6.74		[44.06 %]
Pauri	1.00 / 3.47		[28.82 %]
PMU-UGVS	4.00 / 20.31		[19.69 %]

IFAD - Integrated Livelihood Support Project
एकीकृत आजीविका सहयोग परियोजना

94832 HHs in 34 Blocks
9023 PG/VPG/SHG
165 Livelihood Collectives / Federations (r)
64 ILDC
[view details](#)

Food Security & Scaling up

Outcome : Hill communities benefit from increased food production, greater participation and returns in markets for cash crops, tourism and new employment opportunities

Access to Market

Outcome : Rural economy becomes more commercialized

Food Security and Livelihood Enhancement

Phase 1- 619 training completed
318 gained employment (187 women)
Phase 2 - 23 agencies started training of 2957
[view details](#)

Vocational Training

Outcome : Rural people (particularly youth) gain remunerative employment

Innovation Linkage

Outcome : Developing and disseminating new models

51394 producers
11 Collection Centers
15006 people trained
[view details](#)

initiated (with different Line Depts, Boards, KVKs, Universities, NGOs)
[view details](#)

UGVS-ILSP-MIS-VI - M_MIS

HOME | INSTITUTION BASIC | MOBILIZATION | STUDENTS DETAILS | TRAININGS | EXAMINATION | PLACEMENT | EMPLOYMENT | LEARNING | OTHERS

Vocational Training MIS

Menu Item	Description	Summary
Institution Basic	Basic Information of Institution, Center Details, Trainer's Details, Course Details	
Mobilization	Social Mobilization, Student's Selections	
Students Details	Student Detail Profiles	
Trainings	Confirm Batch Details, Training Details, Batch Insurance, Books/Study Materials, Attendance and others.	23 Institutions, 5946 youth identified, 109 Batches Approved for 49 centers, 2902 students for trainings.
Examination	Examination Dates, Results, Certification	586 students for certification completed, 232 students placement offered, 119 students join after placement, 13 students self-employment.
Placement	Pre - During - Post Placement Details	
Employment	Employment Tracking - Ist Joining, After 3, 6, 9, 12 Months	
Learning	Upload Photographs (Maximum 5 for any events), Upload Case Study (word document), Feedback from/for Project	
Others	Payment Details & Summary Reports	

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Thanking you profoundly

Academically yours

Sd/-

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