

**THE UNITED REPUBLIC OF TANZANIA**  
**PRESIDENTS OFFICE**  
**REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT**



**ZONAL WORKSHOP PROCEEDINGS**  
**ON**  
**ROUTINE DATA SYSTEMS AND POVERTY MONITORING**

**18<sup>th</sup> – 20<sup>th</sup> August 2003, Morogoro**

Prepared by  
Dr Ladislaus Lwambuka  
University of Dar es Salaam

## LIST OF ABBREVIATIONS

CMT / DMT	Council / District Management Team
CTWG	Council Technical Working Group
DED	District Executive Director
DPLO	District Planning Officer
HMIS	Health Management Information System
LAs / LGAs	Local Authorities / Local Government Authorities
LGRP	Local Government Reform Programme
M & E	Monitoring & Evaluation
MAFS	Ministry of Agriculture and Food Security
NBS	National Bureau of Statistics
PMS	Poverty Monitoring System
PO-RALG	Presidents Office – Regional Administration and Local Government
PRSP	Poverty Reduction Strategy Paper
RAS	Regional Administrative Secretary
RDS	Routine Data System
RDSTWG	Routine Data System Working Group
RPLO	Regional Planning Officer
SED	Socio-Economic Database
TSED	Tanzania Socio-Economic Database
TWG	Technical Working Group
VEOs	Village Extension Officers
WEOs	Ward Extension Officers

## TABLE OF CONTENTS

1.	INTRODUCTION.....	5
2.	THE OPENING .....	5
3.	PRESENTATION OF PAPERS AND KEY ISSUES ARISING.....	6
3.1	Introduction to Poverty Reduction Strategy/PMS and the Role of Local Authorities.....	6
3.2	Research and Analysis.....	6
3.3	Dissemination, Sensitization and Advocacy.....	7
3.4	Routine Data Systems in the Context of the Poverty Monitoring Master Plan ..	7
3.5	Introduction to Data Bases – Tanzania Socio-Economic Data Base (TSED) ....	8
3.6	Routine Data Collection Systems in the Water Sector.....	9
3.7	Routine Data Collection, Processing, Reporting and Utilization for the Health Sector .....	9
3.8	Routine Data Collection, Processing, Reporting and Utilization for the Road Sector .....	10
3.8	Routine Data Collection, Processing, Reporting and Utilization for the Agricultural Sector .....	10
3.9	Monitoring and Evaluation for the Local Government Programme and the Progress of Implementation in the Local Government Authorities.....	11
4.	GROUP DISCUSSIONS – SESSION I : PRESENTATIONS.....	13
4.1	Results of Group 1: Issues to be considered for the harmonization process.....	13
4.2	Results of Group 2: The way forward in terms of improving effective involvement of LA and sector ministries in improving availability, accessibility and utilization of RDS in monitoring poverty reduction efforts.....	14
4.3	Results of Group 3: Three main recommendations for improving the work of RDS technical working group at national and local authorities level .....	14
4.4	Results of Group 4: The viability of data flow in terms of efficiency, utilization and the roles of different parties at each level.	15
5.	GROUP DISCUSSIONS – SESSION II : ACTION PLAN.....	18
5.1	Results of Group 1: Harmonization process .....	18
5.2	Results of Group 2: Effective involvement of LA and Sector Ministries.....	19
5.3	Results of Group 3: Improvement of the work of RDSTWG .....	20
5.4	Results of Group 4: Improvement of Data flow and roles of different parties .	20
6.	THE WAY FORWARD .....	21
7.	CLOSING REMARKS.....	23
ANNEX I: The Opening Address		
ANNEX II: Introduction to Poverty Reduction Strategy and the Role of LAs		
ANNEX III: Routine Data Systems in the Context of Poverty Monitoring Master Plan		
ANNEX IV: Introduction to Data Bases - TSED		
ANNEX V: Routine Data Systems in the Water Sector		
ANNEX VI: Routine Data Collection, Processing and Utilization for the Health Sector		

**ANNEX VII: Routine Data Collection, Processing and Utilization for the Road Sector**

ANNEX VIII: Routine Data Collection, Processing and Utilization for the Agricultural Sector

**ANNEX IX: Routine Data Collection, Processing, Reporting and Utilization for the Education Sector**

**ANNEX X: Monitoring and Evaluation for the Local Government Reform Programme and the Progress of Implementation in the Local Government Authorities**

**ANNEX XI: Time Table**

**ANNEX XII: List of Participants**

## ZONAL WORKSHOP ON ROUTINE DATA SYSTEMS AND POVERTY MONITORING

### **1. INTRODUCTION**

The Presidents Office-Regional Administration and Local Government (PO-RALG) has organized a three days zonal orientation workshop in Morogoro to discuss the progress of the Routine Data System (RDS). Invited participants were the key stakeholders involved in the poverty monitoring system (PMS), namely; from the five priority sector ministries, regional statisticians, NBS, zonal reform teams and representatives from the Local Government Reform Programme (LGRP).

The RDS is one of the four technical working groups in poverty monitoring, the others are; 2) the Research under Analysis, 3) the Census and Surveys and 4) the Dissemination Sensitization and Advocacy.

The effectiveness of poverty monitoring relies on the availability of quality data, which is used to verify the poverty reduction indicators. The subject of discussion, therefore, was focused to the routine data collection procedures, data sourcing, data storage as well as data processing and utilization.

### **2. THE OPENING**

The opening of the workshop was officiated by the guest of honour Mr. Pascal Assey on behalf of the Director of Poverty Eradication, Vice-Presidents Office. In his opening address the guest of honour noted that he had pleasure to officiate the workshop on Routine Date Systems (RDS) and Poverty Monitoring which is scheduled to focus not only in promoting awareness of the Poverty Monitoring Master Plan and but also on addressing opportunities and challenges faced in relation to routine data collection procedures. He observed that RDS are of importance in Poverty Monitoring Systems because they provide data at regular interval, annually or even more frequently and that many existing RDS are not only national in their coverage but they also provide disaggregated information at district and ward levels. He pointed out that the RDS Technical working group under the coordination of PORALG has a challenging task of improving the routine data system that is used at all levels of government operation to analyze, exchange and disseminate information.

Before declaring the workshop officially open, the guest of honour urged the participants to identify critical steps and interventions required in strengthening the Routine Data Systems (RDS).

A full text of the opening address is appended as ANNEX I.

There after the Director of Regional Administration gave vote of thanks to the guest of honour for his speech which he acknowledged to have covered most of the issues to be addressed during the workshop.

### **3. PRESENTATION OF PAPERS AND KEY ISSUES ARISING**

#### ***3.1 Introduction to Poverty Reduction Strategy/PMS and the Role of Local Authorities***

The first paper on *the Introduction to Poverty Reduction Strategy/pms and the Role of Local Authorities* was presented by Mr Pascal Assey. In his presentation he dwelt on the background to the recent policy initiative related to poverty reduction. The initiatives include vision 2025, NPES, TAS and PRSP. An overview of the PRSP, its major components and activities to be monitored were highlighted. Overview institutional set up and performance to date was given and pointed out that Poverty Monitoring and Evaluation at Local Government level has been introduced as part of Local Government Reform process. The presentation was concluded by mentioning the challenges and lessons for Routine Data Systems and Poverty Monitoring Systems. This presentation is appended as ANNEX II.

#### ***3.2 Research and Analysis***

In the second paper on *Research and Analysis* the presenter mentioned the Terms of Reference that guide the work of research and analysis for the working group. The R & A working group coordinates research and analysis related to PRSP and involves a wide range of stakeholders in the setting of research priorities and in the control of the quality of outputs. The presenter pointed out some of the challenges that have to be addressed. These include: -

- (i) Strengthening the linkage between LGAs and National level in routine data system & dissemination.
- (ii) Having a committed secretariat and technical working group.
- (iii) Active participation of Civil society in Poverty Monitoring.

Issues raised during discussion include: -

- Vision 2025 has targets for eradicating Poverty and incorporates tangible indicators which will lead us to know where we are
- Rural poor sometimes don't know that they are poor.
- Indicators to show poverty reduction at grassroots level.
- Definition of Poverty.

In response it was stated that vision 2025 has ambitious targets but they are achievable. However, some of the targets are difficult to achieve unless special focus is made on certain aspects. It was clarified that Poor people know that they are poor, but they may disagree on certain indicators used to assess poverty.

There is also need to use proxy indicators where common indicators are not applicable.

### ***3.3 Dissemination, Sensitization and Advocacy***

In the third paper on *Dissemination, Sensitization and Advocacy* the presenter mentioned the overall objective of dissemination, sensitisation and advocacy programme as facilitating smooth flow of information on poverty, which is responsive to the needs of different groups of information users. The different information stakeholders have been grouped into eight categories as follows:

1. Policy makers
2. Civil servant in Central Government
3. Local Government officials
4. Civil society and organizations
5. Research and Academic Institutions
6. external Development partners
7. Media
8. General Public.

The presenter pointed out that they have different information needs and dissemination channels.

### ***3.4 Routine Data Systems in the Context of the Poverty Monitoring Master Plan***

The paper on *Routine Data Systems in the Context of the Poverty Monitoring Master Plan* was presented by Mr. R. Musingi. The presenter started by explaining what is meant by Routine data and the existing routine data systems, the work of the routine data technical group, the proposed flow of information and challenges of RDS including quality assurance of the data collected. The presenter concluded his presentation by pointing out the proposed elements of RDS and progress of the RDS Technical working group. The full presentation is appended as ANNEX III.

Discussions of the two papers

Several issues were raised including the following:-

- Whether by-laws governing the reporting of activities/events by the public do exist.
- How the RDS works with LGAs who are the main provider of data.
- The importance of providing feedback on the information collected to the communities.

In responding to the issues raised it was pointed out that:-

- The NBS is the custodian of all statistics but in order to fulfil this obligation the institution has to work closely with LGAs.
- The RDS deals with administrative data, which should be in place at the village. A training programme is underway for training officials responsible in collecting the data and will include aspects on importance of data in M & E so as to minimize problems related to data inaccuracy etc.
- Demographic data is being collected through Village Registers by VEOs. This will minimize the public taboos in reporting certain demographic aspects.

### ***3.5 Introduction to Data Bases – Tanzania Socio-Economic Data Base (TSED)***

The paper on *Introduction to Data Bases – Tanzania Socio-Economic Data Base (TSED)* was presented by Ms E. Mbatia. The presenter explained TSED as a comprehensive indicator and administrator data base system that:-

- Facilitates systematization, storage, analysis of performance indicators,
- Contain tools for generation of tables, graphs, reports and maps,
- Allows grouping of indicators in different frameworks.

She also highlighted on the objective of the data base, its attributes as well as the main advantages of using it, **Including:** Also creates rooms for various geographical disaggregations up to 10 leads, user friendly in socio-economic analysis and ability to show data relationships. It was pointed out that 10 districts in the country including Kisarawe are using the TSED. A representative from Kisarawe presented district's experience in using TSED. The district is experiencing problems including inadequate data from various departments, lack of awareness on type of indicators to be included in TSED and inadequate up-dating of Village Registers.

The full presentation is appended as ANNEX IV.

During discussion some issues were raised including:-

- The need for using appropriate tools for data collection at community level.
- Accountability of officials at all levels e.g. in follow up in use of some data collection tools such as Village Registers.
- District officials to give priority the whole aspect of Data Management.
- Orientation/capacity building of Department heads for having a taste statistics.

### ***3.6 Routine Data Collection Systems in the Water Sector***

The paper on *Routine Data Collection Systems in the Water Sector* was presented by Mr. Felix Ngamlagosi. The presenter started by giving overview of the Water Sector and the type of data collected, data analysis carried out and the indicators used by the Water Sector management information system for Poverty Monitoring Systems. The critical issues currently confronting the routine data system were also mentioned.

The main issues raised during the discussion focused on the use of distance as the main indicator of to water services it was pointed out that distance alone does not guarantee water availability. Other indicators such as flow of water, time used to get water should also be considered. The issue of clean and safe water should also be clarified.

A full presentation is appended as ANNEX V.

### ***3.7 Routine Data Collection, Processing, Reporting and Utilization for the Health Sector***

The paper on *Routine Data Collection, Processing, Reporting and Utilization for the Health Sector* was presented by Mr. J. Rubona. The presentation focused on Health Management information system (HMIS). HMIS is considered to be the main source of information for the Ministry of Health and other stakeholders. The main objective of the HMIS is to integrate all data systems operating in the Ministry of Health. In addition to that other objectives are to: -

- avoid gaps and overlaps existing in other information systems,
- reduce the quantity of data collected.
- ensure information generated is used at all levels of health delivery systems.
- improve the quality of data.

The presenter also mentioned the various tools used to collect data, and different indicators used to monitor or evaluate health status in the country. He concluded his presentation by mentioning key issues to be discussed at the workshop.

A full presentation is appended as ANNEX VI.

Issues raised during discussion were: -

- lack of tools for collecting information from Traditional healers.
- Inadequate awareness on the importance of Births and Deaths registration at community level.

In response it was reported that the government recognizes the role of traditional healers and that there is a unit that coordinates activities by traditional healers. Nevertheless, a tool for data collection in this aspect has not been developed.

Regarding registration of births and deaths, a system is in place at district level but there is inadequate awareness on its importance at community level.

### ***3.8 Routine Data Collection, Processing, Reporting and Utilization for the Road Sector***

The paper on *Routine Data Collection, Processing, Reporting and Utilization for the Road Sector* was presented by Mr. W. Lyatuu. He stated that data collection for the road sector focuses mainly on traffic volume, road condition and location of existing structures and length of road section in kilometres. Other data also include distances of improved roads (new construction and rehabilitation).

Routine data collection in the sector is done for various purposes including reviewing current administrative other data collection system, making necessary improvements establishing baseline data for poverty monitoring indicators and establishing linkages between PMS and the Local government monitoring and evaluation systems. The methods used in data collection storage, analysis and uses were also explained.

The presenter concluded by emphasizing the need for institutional set up for ensuring the success of poverty monitoring on the basis of flow of information from Local Government Authority level to National level.

The full presentation is appended as ANNEX VII.

During discussion of the paper it was pointed out that the state of rural roads is very poor. Thus the problem of poverty eradication in rural areas will be very difficult to address.

### ***3.8 Routine Data Collection, Processing, Reporting and Utilization for the Agricultural Sector***

The paper on *Routine Data Collection, Processing, Reporting and Utilization for the Agricultural Sector* was presented by Mr. Tabwene.

The presenter started explaining about the data collection in the agricultural sector as being undertaken using administrative methods up to 1993/94 when the Ministry introduced census/surveys through its statistics unit. He also pointed some of the advantages and disadvantages of the routine data collection system.

The types of data collected, methods used frequency of data collection, analysis and dissemination areas and current problems were also highlighted.

He concluded his presentation by highlighting future plans for data collection and existing opportunities for supporting the data collection system in the Ministry of Agriculture and Food Security.

The full presentation is appended as ANNEX VIII.

During discussion it was pointed out that the disadvantages mentioned could also be viewed as challenges to the RDS which should be addressed by the Ministry. Furthermore, the linkage between MAFS and LGAs need to be clarified since the latter are data providers to the ministry and other stakeholders.

### ***3.7 Routine Data Collection, Processing, Reporting and Utilization for the Education Sector***

The paper on *Routine Data Collection, Processing, Reporting and Utilization for the Education Sector* was presented by Mr. Gichomu. The presentation was focused on data collection and it was reported that in the Ministry of Education and Culture the data collection System is existing and functioning. The presentation started by providing the the data collection centers, and these are (1) Pre-primary schools, (2) Primary schools,

(3) Secondary Schools, (4) Adult education centers and (5) the National Examinations Council. It was further reported that the utilisers of data are the policy makers and researchers. During the presentation a booklet was displayed on *Basic Statistics in Education 199-2003* by the Ministry of Education and Culture. On the progress so far the plenary was informed that tools have already been developed for the collection of primary education data. The process of data collection and reporting starts from the District Education Officers, who distribute the funds to the Ward Education Officers according to the primary schools available in the respective wards. The WEDs in turn distributes the same accordingly for data collection. DEO prepares the district summary and sends the same to the Region and a copy to the Ministry of Education. Examination performance data is obtained from the National Examination Council.

It was further reported that for the first time the data for 2003 from the Ministry of Education and Culture was presented for the first time in Parliament. The plenary was told that this success is dedicated to the personal intervention of the Honorable Minister.

A full text of the presentation is appended as ANNEX IX.

During the discussions the participants pointed out the need to upgrade the lowest level of education from standard seven to form IV. This is a necessity in order to respond to the demand of the labour market.

The plenary further pointed out that data for disabled pupils as well as the rate of drop outs as a result of pregnancies is equally important and should be captured.

### ***3.9 Monitoring and Evaluation for the Local Government Reform Programme and the Progress of Implementation in the Local Government Authorities.***

This paper was presented by Dr S. Mogaeka from the Local Government Reform Programme. The presenter introduced the paper by starting the overall goal of LGRP as to improve the quality of and access to public services provided through or facilitated by Local Government Authorities (LGAs) to all sections of Tanzanian society. The essence of Monitoring and Evaluation and development of Local Government Monitoring and Evaluation System were explained and, he pointed out that the M&E system for LGAs was developed in a participatory manner through consultation with relevant stakeholders. Also, the M&E system takes into

consideration the harmonization of data and data definitions and is designed to allow a bottom – up and top-down flow of information.

As regards to challenges facing the LGRP the presenter pointed out that weak inter-ministerial consultation may lead to development of multiple and parallel M&E systems. Other challenges mentioned include material incentives to system operators, verification and cross-checking of information and provision of feed-back to data providers.

Issues arising from the discussion include the need for assisting LGAs in having statisticians to facilitate data management issues. It was pointed out the National Bureau of Statistics offers 20 scholarships annually thus the LGAs should also utilise this opportunity. It is also the responsibility of LGAs to work out mechanisms for retaining statisticians employed in their areas.

Regarding provision of incentives/motivation to system operators it was stated that those are policy issues, which affect all civil servants thus cannot be addressed separately.

As regards to transport for coordination and follow up it was pointed out that it is the responsibility of LGAs to set priority on the matter.

The full presentation is appended as ANNEX X.

#### **4. GROUP DISCUSSIONS – SESSION I : PRESENTATIONS**

The group formation followed to discuss the lessons learnt out of the presentations on Routine Data Systems and implications for M&E for poverty reduction initiatives at local authorities.

Four groups were formed each to respond to one of the following four questions respectively:

1. Data collection and utilization at local authorities level. What are the issues to be considered for the harmonization process ?
2. After the first and second day of discussions, what do you think should be the way forward in terms of improving effective involvement of LA and sector ministries in improving availability, accessibility and utilization of RDS in monitoring poverty reduction efforts ?
3. What are the 3 main recommendations you would like to make in order to improve the work of RDS technical working group at national and local authorities level?
3. Assess the viability of data flow in terms of efficiency and utilization and the roles of different parties at each level. (*flow diagram attached*)

#### ***4.1 Results of Group 1: Issues to be considered for the harmonization process***

Firstly the group identified the existing gaps, which are:

- § The period: Time frame differs from one department to another
- § The collection process: The tools differ from one department to another i.e. LA
- § Inconsistency and validity of data within an organization
- § Different tools and format focusing on one source of data
- § Different incentive packages
- § Inadequate skills on data collection, processing and reporting
- § Inadequate awareness on the importance of data

Issues to be considered for harmonization were listed as follows:

- 1) Identification of a focal person to deal with RDS within departments and councils
- 2) Establishment of Council Technical Working Groups
- 3) Establishment of basic indicators and formats
- 4) Timely reporting on quarterly basis
- 5) Establishment of basic data collection system and reporting tools
- 6) Motivating data collectors at all levels
- 7) Organising short term and long term training sessions
- 8) Advocacy and awareness creation on the importance of data
- 9) Accountability of stakeholders at all levels
- 10) Management and accountability on data collection at different levels

11) Budgetary allocation on data collection processing and dissemination

**4.2 Results of Group 2: *The way forward in terms of improving effective involvement of LA and sector ministries in improving availability, accessibility and utilization of RDS in monitoring poverty reduction efforts***

The group considered the following focus areas as the way forward:

***AVAILABILITY***

- § Capacity building / awareness creation to key players
- § Reinforcing the use of guidelines in data collection
- § Develop a reporting format and useful indicators
- § Conduct regular supervision on data collection

***ACCESSIBILITY***

- § ICT improvement (website, media etc.)
- § Establishment of district data base units and employ statisticians
- § Strengthening the RDS results dissemination through leaflets, posters etc.

***UTILIZATION***

- § Simplifying data presentation (using simple and attractive formats)
- § Ensure decision making is based on data analysis
- § Ensuring data accuracy

**4.3 Results of Group 3: *Three main recommendations for improving the work of RDS technical working group at national and local authorities level***

The group developed the three main recommendations as follows:

- 1) There should be a coordination system from local authorities to national level in order to accomplish the following:
  - § Bottom up flow of data
  - § Harmonized format of data presentation
  - § Accountability in data flow system from local authorities to national level
- 2) RDS Technical Working Group should be in group basis from local authorities to national level:
  - § Village level
  - § Ward level
  - § District level
  - § Regional level and

- § National level
- 3) Provide appropriate facilities and incentives to data collectors at all levels (from local authorities to national level) in terms of:
  - § Transport
  - § Facilitation package
  - § Capacity building

**4.4 Results of Group 4: *The viability of data flow in terms of efficiency, utilization and the roles of different parties at each level***

The group started by outlining the roles and responsibilities at all levels:

***HAMLET LEVEL (“Kitongoji”)***

- § Monthly meetings to discuss the various events in the community (Transfers, deaths, epidemics etc.)
- § Reporting the events to the village level
- § Receiving feedback from the village authorities

***VILLAGE LEVEL***

The village planning and financial committee in collaboration with VEO to undertake the following:

- § Collection of data
- § Forwarding the collected data to the wards
- § Obtaining feedback from the ward

**WARD LEVEL**

- § A ward steering committee be instituted to appraise the collected data and forward the same to the ward development committee
- § Authenticity of the data is assessed by the ward development committee and the results certified in writing for onward submission to the district council
- § The same committee will obtain feedback from the district and forwards it to the village authorities

***DISTRICT LEVEL***

- § The CMT (DMT) will thoroughly scrutinize the collected data and present them to the district councilors
- § The DED will forward the data to RAS and advance a copy to the respective ministry
- § The district council will provide a feedback to the ward

***REGIONAL LEVEL***

- § RAS receives data collection from all the districts and compiles ready for submits a compilation to PO-RALG with a copy to the districts, where the data originated.
- § RAS will present the data to a provisional Advisory Committee

§ RAS will provide a feedback to the districts.

***PO-RALG LEVEL***

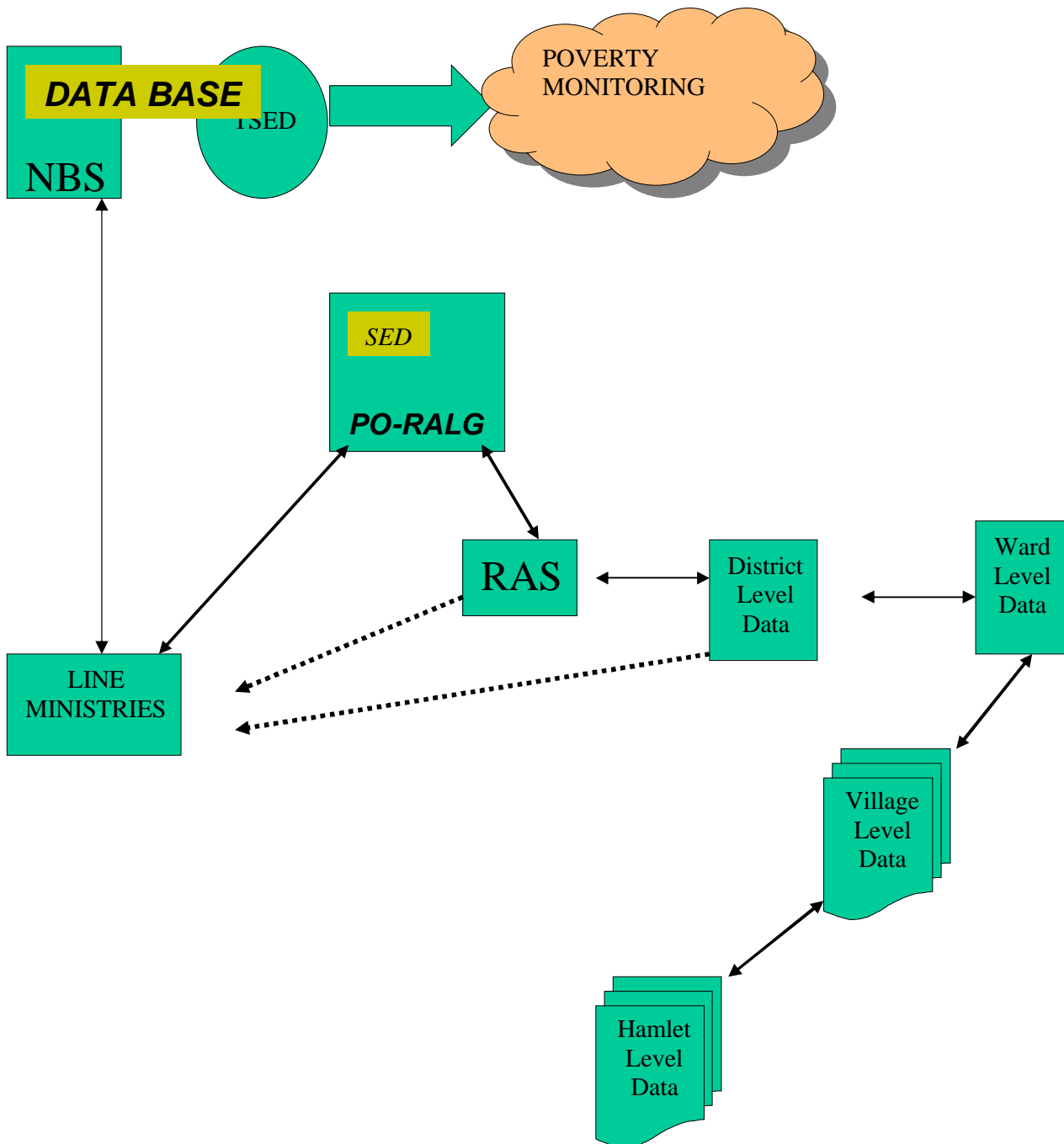
- § PO-RALG will receive the reports on data collection from the Regions
- § The districts reports are combined into a single document
- § The report is then submitted to the respective sector ministry
- § A feedback is obtained and forwarded to the respective Regions

***MINISTERIAL LEVEL***

- § The Ministry receives district and PO-RALG reports
- § The Ministry appraises the reports
- § The regional PO-RALG reports are then combined to form a single report
- § The ministry appraises the reports and provides a feedback to both the districts and the regions
- § The reports are then submitted to the NBS

The group further remarked that the collected data will be available and utilized for the intended purpose only if above roles and functions will be adhered to. The following chart illustrates in summary form the routine data flow as described above:

# ROUTINE DATA FLOW



## 5. GROUP DISCUSSIONS – SESSION II : ACTION PLAN

The groups were asked to formulate concrete actions for each of the recommendations formulated for the questions covered under 4.1 – 4.4. In other words the discussions should focus on how the recommendations should be implemented, when the implementations should be effected, who is responsible and the resources required. The formulated action plans are replicated hereunder:

### 5.1 Results of Group 1: Harmonization process

ACTIVITY	RESPONSIBLE	TIME FRAME	RESOURCES
1.1 Develop a harmonized format for data presentation	§ DEDs § VEOs § PO-RALG	Oct-Dec 2003	§ Facilitation package § Resouce person
1.2 Identify and appoint focal persons for data collection at all levels	Council Directors and ministries	Sept. 2003	-
1.3 Establish CTWGs	Council Directors	Sept. 2003	-
1.4 Develop a format of indicators collection report	PORALG	Sept. 2003	Funds & personnel
1.5 Conduct orientation workshops to Heads of Departments on RDS	Council Directors	Oct. 2003	Funds
1.6 Develop a checklist form	CTWG members	Feb. 2004	Funds
1.7 Procure RDS facilities	Council Directors	Jan/Feb. 2003	Funds
1.8 Train supervisors and data collectors at all levels	Council Directors	Sept. 2003	-
1.9 Edit the collected data using the revised format	Trained data collectors	Dec. 2003	Funds
1.10 Conduct advocacy and awareness to councilors, WDWs, Village / Mtaa on the importance of data	Council Directors	Nov. 2003	Funds
1.11 Conduct supervision and monitoring	CTWGs	April 2003	Funds
1.12 Prepare the budget	Council Directors	Nov. 2003	Personnel, budget guidelines
1.13 Seek budget approval	Council Directors	Nov. 2003	Funds

**5.2 Results of Group 2: Effective involvement of LA and Sector Ministries**

ACTIVITY	RESPONSIBLE	TIME FRAME	RESOURCES
2.1 Conduct sensitization to community leaders and technical staff at all levels through meetings, seminars, leaflets, brochures etc. on: § Roles & responsibilities § Importance of data collection and coordination § Importance of RDS and proper reporting § Utilization, storage and retrieval of data	§ DEDs § Sector Ministries § PO-RALG	1 <sup>st</sup> quarter 2004	§ Funds § Facilitators § Transport § IEC materials
2.2 Identify resources for data collection	§ DEDs § Sector Ministries § PO-RALG	Jan-Dec 2004	§ References § Funds § Transport § Skilled personnel
2.3 Address the identified gaps, e.g. lack of democratic elected leaders, structure, equipments etc.	§ DEDs § Sector Ministries § PO-RALG § Dev. Partners	2 <sup>nd</sup> quarter 2004	§ Funds § References § Personnel
2.4 Establish / strengthen the data bank through: § Building/renovating offices for data bank § Procurement of equipments § Recruitment of skilled personnel	§ DEDs § Sector Ministries § PO-RALG	3 <sup>rd</sup> quarter 2004	§ Funds § Personnel
2.5 Conduct meetings at all levels to discuss the use of data and feedback amongst all parties through notice boards, leaflets etc.	§ DEDs § Sector Ministries § PO-RALG	Jan-Dec 2004	§ Funds § Transport § Personnel § Stationery
2.6 Monitor and evaluate the RDS	§ DEDs § Sector Ministries § PO-RALG § Dev. Partners	Jan-Dec 2004	§ Funds § Transport § Personnel § Stationery

### 5.3 Results of Group 3: Improvement of the work of RDSTWG

ACTIVITY	RESPONSIBLE	TIME FRAME	RESOURCES
3.1 Appoint members to represent the RDSTWGs at village, ward, district and regional levels.	§ DEDs § VEOs § WEOs § PO-RALG	Oct-Dec 2003	§ Facilitation package § Transport § Stationeries § Venue
3.2 Develop TOR for the members of the RDSTWGs on regular data collection and reporting	§ DEDs § VEOs § WEOs § PO-RALG	Quarterly	§ Stationeries
3.3 Provide appropriate facilities and incentives to members of the RDSTWGs at all levels	§ DEDs § VEOs § WEOs § PO-RALG	Oct.-Dec 2003	§ Facilitation package § Transport § Stationeries
3.4 Identify training needs for data processors	Planning officers and statisticians	Sept 2003	§ Funds § Transport § Stationeries
3.5 Conduct long and short term training for data processors	PO-RALG	Oct 2003	§ Funds § Training materials
3.6 Purchase data processing equipments (hardware & software)	Planning officers and statisticians	Nov 2003	§ Funds
3.7 Develop tools for data processing (registers, forms, etc)	TWG	Oct-Nov 2003	§ Funds § Personnel § Stationeries
3.8 Process the row data to be used by different users	Planning officers and statisticians	Sept 2003 –Sept 2004	§ Funds § Personnel § Hardware § Software
3.9 Monitor and evaluate	Planning officers and statisticians	Half-yearly	§ Funds § Personnel § Stationeries
3.10 Write the reports	Planning officers and statisticians	Quarterly	§ Funds § Stationeries

### 5.4 Results of Group 4: Improvement of Data flow and roles of different parties

ACTIVITY	RESPONSIBLE	TIME	RESOURCES
----------	-------------	------	-----------

		<b>FRAME</b>	
4.1 Develop roles and responsibilities for data collection at the hamlet level	§ VEOs	Sept 2003	§ Funds § Transport § Stationeries
4.2 Provide communication facilities at hamlet level (e.g. bicycles) for data collectors	§ PO-RALG	Oct 2003	§ Funds § Training materials
4.3 Provide data storage facilities at the villages	§ Planning officers and statisticians	Nov 2003	§ Funds
4.4 Institute a top-down feedback mechanism at all levels	§ TWG	Oct-Nov 2003	§ Funds § Personnel § Stationeries
4.5 Establish the TOR for the village planning and financial committees	§ Planning officers and statisticians	Sept 2003 –Sept 2004	§ Funds § Personnel § Hardware § Software
4.6 Establish ward steering committees to appraise the collected data for submission of the same to ward development committees.	§ WEOs	Sept 2003 –Sept 2004	§ Funds § Personnel § Hardware § Software
4.7 Develop an operational structure for implementing the roles and functions at all levels (i.e. in data collection, storage, transfers, processing and reporting)	§ RDSTWG	Sept 2003 –Sept 2004	§ Funds § Personnel § Hardware § Software
4.6 Monitor and evaluate	Planning officers and statisticians	Half-yearly	§ Funds § Personnel § Stationeries

## 6. THE WAY FORWARD

The facilitator introduced a discussion on the way forward, which is basically the schedule of events after the workshop. The following sequence was agreed upon:

- 1) The workshop plenary to identify from amongst the participants the responsible for presenting and disseminating the workshop results to the implementers in the 5

sector ministries and district authorities in the Zone. This task was accomplished as follows:

<u>AUTHORITY</u>	<u>RESPONSIBLE</u>
Mvomero	Mrs Singano
Handeni	Mr Kikomele
Korogwe Town	E.M. Masea
Korogwe District	E.M. Masea
Muheza	H. Mwachibuzi
Kilosa	K. Khamisi
Kilombero	M. Kibatata
Morogoro	Mrs Singano
Ulanga	P. Nkulila
Morogoro Municipal	S. Ngola
Kisarawe	I. Abubakar
Kibaha District	G. Chambo
Kibaha Town	G. Chambo
Bagamoyo	K.M. Hoza
Pangani	P.O. Ngodi
Lushoto	C.B. Mtanga
Mkuranga	P.G. Lukindo
Rufiji	H.G. Hussein
Sector Ministries	RDS TWG

- 2) Meeting of the district planning officers to work out implementation modalities for harmonization of the data flow (*Scheduled for 21<sup>st</sup> August 2003*)
- 3) Every council to prepare a budget for implementing the action plan (*Deadline: 10<sup>th</sup> Sept 2003*)
- 4) Dissemination of the workshop report to all participants (*Deadline 31<sup>st</sup> August 2003*)
- 5) The RDS TWG to integrate the existing processes with the results of the workshop and review the budgetary allocations accordingly (*Deadline 14<sup>th</sup> Sept 2003*)
- 6) RDS TWG to monitor the implementation of the planned activities in collaboration with the responsible (*effective 1<sup>st</sup> October 2003*)
- 7) RDS TWG to organize a follow up workshop (*by 31<sup>st</sup> August 2003*)

## 7. CLOSING REMARKS

The closing remarks were made by Mr. Mashuda, the RPLO for Coast Region. He expressed his appreciation for being honoured to officiate the session.

He commended the Workshop Facilitators Dr L. Lwambuka for excellent guidance and facilitation of the workshop as well as the presenters of various papers from the relevant ministries and institutions.

He reminded the participants that LGAs have many roles and responsibilities including provision of quality social services to the community and that all the roles lead and contribute to poverty reduction. In order to realize whether poverty is on the increase or decrease the use of routine data is essential.

He urged the workshop participants to share the experiences gained during the orientation workshop with their colleges both at National and Local Authorities levels. Of particular importance also is the need to communicate the overall process of Local Authorities in Poverty Monitoring so that they start implementing some of the action plans identified during the workshop. At the national level, the RDS-TWG will have the task of ensuring that initiatives involving LAs are well coordinated (e.g. capacity building efforts and development of tools for data storage by Local Authorities.

There after he commended the participants for their effective participation and declared the workshop officially closed.

## ROUTINE DATA SYSTEM WORKSHOP MOROGORO 18<sup>th</sup> – 20<sup>th</sup> August, 2003

### LIST OF PARTICIPANTS

S/N	NAME	TITLE
1.	W. Mwingira	Statistician-NBS
2.	H. Mbaruku	Director – NBS
3.	R. Maro	Manager – NBS
4.	Katimba, Khamis J	PLO – Kilosa
5.	H.O. Mwachibuzi	DPLO-Muheza
6.	Miriam Kibatala	DPLO-Kilombero
7.	F.O. Hemile	Mafia District Council
8.	Msello H.R.B.	Mafia D. Council
9.	Sylvia James	Mafia D. Council
10.	Mary E. Singano	DPLO-Morogoro
11.	Didas L.N. Tabwene	MAFS- DSM

12.	Josibert J. Rubona	HEAD-HMIS (MOH)
13.	E. M. Masea	DPLO – Korogwe
14.	S.B. Msumali	DSMS. IS.- Korogwe
15.	F.Ole Mungaya	Statistician (Ulanga)
16.	Z.J. Dimoso	DED
17.	P. Nkulila	DPLO-Ulanga
18.	Matern M. N. Shirima	DED- Kibaha
19.	T. B. Mashuda	DPLO – COAST
20.	Mbatia Edith	APO- UNICEF
21.	Pim Van Der Male	UNDP- PROG. SPECILIST
22.	Mblaji J.	Muheza District Council
23.	Engelbert Nyangali	PO- UNICEF
24.	David EP Kilonzo	Af DED Mkuranga
25.	Denis Mbekenga	Statistician –VIP
26.	Samson Sampa	Economist- vpo
27.	C. Luhindi	PMO –VPO
28.	Sendama Zengo	Statistician –Kilombero
29.	Moses Kahero	R. S. OFFICE- MOROGORO
30.	Samwel K. Kitime	Ag. DED Pangani
31.	S. A. Semtaga	SCN. Pangani
32.	Pius L. Ngodi	DPLO Pangani
33.	Theofrid Kikombele	Statistician RS Tanga
34.	Mtanga C.B	Afisa Mipango (Lushoto)
35.	Reguba Lazaro Myovelian	CDO- Lushoto
36.	Peter G. Lukindo	Ag DPLO-Mkuranga
37.	Rashid S. Swafi	AG. DCDO Mkuranga
38.	Saidi M. Mtanabo	DCDO-Rufiji
39.	Hussein, Harry G.	APLO – Rufiji
40.	Mohamed Ngwalima	AG. DED. Rufiji
41.	K.M. HOZA	DPLO BAGAMOYO
42.	Patrick Saduka	S.O Morogoro Manispaa
43.	Dr. Yusuf Hemed	Dr. Director AMMP
44.	Gichomu Tigani	PEO-MOEC
45.	Shaghude N.M.	SPO –TFNC
46.	Gaudence N.	CDO I –Kinondoni
47.	Jane Mwangi	Manager WED – NBS
48.	H.S. Mavunde	Mtakwimu – Ilala
49.	Jenifa C. Omolo	Afisa Mipango –Kinondoni
50.	Mussa A. Liute	Afisa Mipango – Ilala
51.	I. A. Itege	Mtakwimu
52.	Felix Ngamlagosi	Economist
53.	Veronica D. Macha	SCDO-Kisarawe
54.	Kolle A. Mlawa	DAO-Kisarawe
55.	Mdangaya A.J.	HO – Kisarawe
56.	Ibrahim Abubakar	PLO – Kisarawe
57.	Iddi A. Mfaume	PLO- Temeke
58.	Godfrey Nyama	DCDO – Kibaha
59.	Leah P. Lwanji	PLO-Kibaha TC

60.	Godgrey Chambo	Actg DPLO Kibaha DC
61.	F.T. Ernest T.	TD- Kibaha
62.	Salum Ngolla	AG. DCO –Moro-Manispaa
63.	E. A. Mfugale	DCDO Bagamoyo
64.	P. Kamtunda	DED Bagamoyo
65.	D.T. Lusingu	Statistician- Muheza
66.	Mr. R. Musingi	
67.	Dr. S. Mogaeka	
68.	Mr P. Assey	
69.	Dr L. Lwambuka	Facilitator