

UNITED REPUBLIC OF TANZANIA



**THE PRESIDENT'S OFFICE**

REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

ZONAL ORIENTATION WORKSHOP

ON

ROUTINE DATA SYSTEMS AND POVERTY  
MONITORING

HELD ON 25 – 27 FEBRUARY 2004  
AT MWANZA CITY HALL

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## List of Abbreviations

CMT / DMT	Council / District Management Team
CTWG	Council Technical Working Group
CBHC	Community Based Health Care
CBMIS	Community Based Information System
CSPD	Child Survival Protection and Development
DED	District Executive Director
DPLO	District Planning Officer
GDP	Gross Domestic Product
GER	Gross Enrolment Ratio
HBS	House Budget Survey
HMIS	Health Management Information System
LAs / LGAs	Local Authorities / Local Government Authorities
LGMA	Local Government Management Authority
LGRP	Local Government Reform Programme
M & E	Monitoring & Evaluation
MAFS	Ministry of Agriculture and Food Security
MDGs	Millennium Development Goals
NAWAPO	National Water Policy
NBS	National Bureau of Statistics
NER	Net Enrolment Ratio
PMS	Poverty Monitoring System
PO-RALG	Presidents Office – Regional Administration and Local Government
PPA	Participatory Poverty Assessment
PRS	Poverty Reduction Strategy
PRSP	Poverty Reduction Strategy Paper
RAS	Regional Administrative Secretary
RDS	Routine Data System
RDSTWG	Routine Data System Technical Working Group
RPLO	Regional Planning Officer
SED	Socio-Economic Database
TSED	Tanzania Socio-Economic Database
TWG	Technical Working Group
VEOs	Village Executive Officers
WEOs	Ward Executive Officers

## **1. INTRODUCTION**

### **1.1 Participants**

The Routine Data System (RDS) Zonal Orientation Workshop has been organised for the Lake Zone from 25 – 27 February 2004.

Participants who attended the workshop were the key staff from the Local Governments of Mwanza, Ukerewe, Geita, Magu, Ngudu, Sengerema, Nansio, Missungu, Shinyanga, Maswa, Kahama, Bariadi, Meatu, Bukombe, Serengeti, Musoma, Bunda, Tarime, Bukoba, Ngara, Karagwe, Muleba, Biharamuro, and representative from the Regional Secretariats of Mwanza, Mara, Kagera and Shinyanga as well as representatives from the Sector Ministries of Education, Water, Works, Agriculture, Health and all members of the RDS Technical Working Group. A complete list of workshop participants is appended.

### **1.2 Welcoming Remarks and Workshop Objectives and Expected Outputs**

Prior to the official opening address the Secretary for the RDS Technical Working Groups, Dr. S Mogaeka, delivered a keynote address by outlining the objectives of the workshop, which are:

- q To raise general awareness on existence of the Poverty Monitoring System to key staff of the Local Government Authorities and Regional Secretariat as well as representatives of the Sector Ministries in all district of the Lake Zone.
- q To inform them on how the results of the RDS can be used in the fight of against poverty.
- q To explore the roles and responsibilities of the Regions, LGA, NGOs and CBOs.
- q To exchange experiences in the field of data collection and utilization including best practices and challenges faced.

He also pointed out the expected key outputs as:

- Recommendations on co-ordinated approach to data collection, analysis and dissemination
- Proposal on strategies that would encourage decision makers to adopt the culture of basing their decisions on available evidence.
- Proposals on enhanced communication between data producers and users.
- Recommendations on improvement of the current data collection systems so that data can be generated, collected and used in a continuous manner.

Dr Mogaeka thereafter invited the Guest of Honor, Regional Commissioner for Mwanza, Hon Daniel Ole Njoolay to officially open the workshop.

### **1.3 The Opening**

The workshop was officially opened by the Regional Commissioner Hon. Daniel Ole Njoolay. Prior to his opening address, the facilitator of the workshop Dr. L. Lwambuka allowed the participants to self-introduce themselves. This exercise was undertaken not only for the participants to know each other but also to allow the Guest of Honour acquaint himself with the audience he was about to address. In his opening address, the RC firstly acknowledged the honour bestowed on him to officiate the opening of the workshop on Routine Data Systems for Poverty Monitoring.

He further praised the good attendance from all over the Districts of the four Region of the Lake Zone.

He emphasized the importance of data without which there would be no serious planning. However, the accuracy of data need to be given profound attention and cited a few examples where he had recently received contradictory data from the District Authorities. He said the database is at the grassroots and it is the communities who own the data. He therefore emphasized for awareness creation at the grassroots level.

He urged the participants to discuss openly and seriously and declared the workshop officially opened. The full text of the opening address is appended.

## **2. GENERAL PRESENTATIONS**

### **2.1 Introduction to Poverty Reduction Strategy (PRS)**

The Technical Advisor for the Poverty Directorate in the Vice Presidents Office, Dr. Olney Daly presented an introduction to Poverty Reduction Strategy (PRS). She firstly informed that the responsibility of poverty monitoring lies at the level of individuals, villages, wards and Districts. She provided a background of the support Tanzania receives from the international community under the Tanzania Assistance Strategy through which the PRS was initiated in year 2000.

The PRS has identified the 5 priority areas/sectors of assistance, namely; Health, Education, Water, Rural Roads and Agriculture as well as the crosscutting issues of environment, gender and HIV/AIDS. If the 5 sectors are adequately addressed, then we will be reducing poverty. In this context she posed a challenge on how best to effectively deploy the resources being provided. Poverty Monitoring is basically the continuous tracking on whether the PRS is improving the welfare of the community and to which extent. She presented a need for timely and accurate data delivery, whereby special focus should be directed to the source of data and the data providers. The feedback is also crucial because the more people receive the feedback the more they are motivated to contribute/participate. She also reflected on the millennium declaration from which Tanzania assumed global responsibilities and has the obligation to respond to those responsibilities.

She further provided the institutional framework of the Poverty Monitoring System (PMS) and the roles and responsibilities of the four technical working groups under the PMS, namely:

1. Census and Survey
2. Dissemination, Sensitisation and Advocacy
3. Research and Analysis (using the participatory poverty assessment)
4. The Routine Data Systems.

#### **Issues raised during discussions**

- Birth/death registration in the village books are not recognized in government offices
- Five most important sector in Poverty reduction is health, Agriculture, education, water and rural roads, but only the health and education sectors have been represented in this workshop

### **In response to the issues raised:**

- q The birth register books in the villages are very supportive document, because they provide village birth records. Unfortunately the village registers cannot be used to obtain some of official document like passports etc.
- q In the villages normally people don't need a burial permit although in urban areas burial permit is a necessary document
- q It was agreed that there is a need for community to be educated on the importance of birth/burial certificates and the Local Government have to print the registers and distribute them to the villages.
- q Poverty reduction is going to expand beyond the priority sectors and is going look in the other sectors.
- q The presentation of personnel from all the five pro-poor sectors has been impaired by financial constraints

## **2.2 The Research and Analysis Working Group**

Dr. A G Nkhoma – Wamuza on behalf of the group, presented the Research and Analysis Working Group paper. She first gave introduction on Research and Analysis and the activities being implemented by the technical working group. She also mentioned the need for capacity building to members of the group regarding the issues of poverty reduction and training of younger researchers. There's also a need to sensitize stakeholders to understand what the research is all about. She urged people to make good use of the research results given out by researchers in poverty reduction implementation and this information are available at the centre and at Internet.

### **Issues raised during the discussions:**

- q Which link doe exist between Research and Analysis Technical Working Group and the Local Government Authorities works while in grassroots level they don't know about it

### **In response to the issues raised:**

- q Research and Analysis Technical Working Group involve people from various sectors and also include district officers while collecting data from the field
- q The group is also work closely with other sectors when working on analysing data

### **2.3 Census and Survey**

Dr. V E Muba on behalf of the Census and Survey Technical Working Group gave a brief introduction on the Census and Survey activities and the roles TWG in the Poverty Monitoring System. He pointed out that there is a growing demand for data and information for effective monitoring and evaluation of poverty eradication in Tanzania.

He also cited on problems persisting in data collection as poor networking to access useful data bank out side the county, low technology in data storage and lack of exposure to modern data communication/information systems etc.

On the way forward aimed at solving the problems a proper and well enforced institutional arrangement for data collection and dissemination was recommended.

#### **Issues raised during the discussions:**

- q Global responsibilities/requirement of data
- q Validation of the data being collected and processed
- q Whether there are cases of data collection, which is not needed
- q The difference between the census and Survey Committee and the National Bureau of Statistics

#### **In response to the issued raised:**

- q The priority Sectors/Ministries have the responsibilities to check the validity of data being collected
- q The case of collecting data, which is not needed, will definitely lead to a failure if the user is not involved in data collection. An example was provided for the enrolment rate data. The action is at the village government who can find out why children are not going to school. The village government, therefore, has to be involved in data collection.
- q The duties of the NBS form only part of the Census and Survey. The Census and Survey Committee is an advisory group for the NBS. The secretariat of Census and Survey Committee is in the NBS whereby the chairman is the Director of NBS.

## **2.4 Dissemination, Sensitization and Advocacy**

The presenter Dr. Daly on behalf of the Dissemination, Sensitisation and Advocacy Technical Working Group, informed the participants that the DSA liaises with other Poverty Monitoring Technical Working Groups and other PMS institutions in developing a communication strategy for the PMS. She also mentioned the TOR for the group and its expectations. The tools for the DSA working group was mentioned to be:

- Tanzania Social and Economic Database
- Local Government Monitoring Database
- Poverty maps

On way forward she mentioned the immediate needs of the DSA scheduled for March-October; namely:

- § To ensure consultations on the PRS takes place across government sector ministries
- § To ensure that information regarding the PMS is received throughout the country.

In conclusion she distributed to all the participants a map from TSED, which shows the percentage of poverty per regions.

### **Issues raised during the discussions:**

- Communication to grassroots
- Participants needed more interpretation on the map and if this map can show the parentage per district. Why Zanzibar was not included in the map?

### **In response to the issued raised:**

- It was mentioned that the mapping will go down up to the district level and the maps will be available very soon.
- Zanzibar has its own PRS called the Zanzibar Poverty Monitoring Strategy (ZPMS). However, the ZPMS and PMS have started to work together in some areas and at certain levels.
- TSED has extended its data profile beyond the district up to ward level

## **2.4 Routine Data Systems**

The presenter Dr. Sugimoto on behalf of the Routine Data Systems Technical Working Group gave a brief introduction on the RDS its roles and progress. In order to effectively monitor the PRS we have to capture the indicators through the RDS.

With regard to the roles of the workshop participants at their work places, Dr Sugimoto reminded them that they are the key players in the RDS and that they face challenges and problems. He therefore urged them to effectively utilize this workshop forum, which is geared to assist them in solving their challenges and problems. He further provided a list of all the indicators and the institutional framework of the Poverty Monitoring System

### **Issues raised during the discussions:**

- How will RDS harmonise the data collecting system as every Ministry have their own systems
- Having Technical Working Groups at lower levels

### **In response to the issued raised:**

- Local authorities have stated to discuss on how to harmonise the system without changing the old system, this will only try to improve the system and share resources.
- Having a TWG in lower levels will only depend on availability of funds, but there is some working mechanism in regional levels and some districts have some groups to look on certain issues.

## **2.5 Introduction to Database – TSED and SED**

Ms. Mbatia presented a briefing on the Tanzania Social Economic Data-Base (TSED) by reflecting on its main function to facilitate the storage, availability and the monitoring of data at national, regional, district and villages levels. In summary, TSED is used to track the progress towards PRS targets. TSED also compiles data from different Ministries. She went on in explaining objectives, activities, challenges, overview of PMS, roles of TSED in Poverty Monitoring and lessons learned. Major achievements so far were outlined as follows:

- § The involvement of other Ministries/Institutions
- § Distribution of hardware and training at focal points
- § Official launching of the data-base
- § The integration of TSED into NBS and
- § The piloting of TSED in 10 districts.

### **2.5.1 Experience of Magu in Implementing the Data-Base**

A representative from Magu District, Mr. Magessa was invited to share with the workshop participants his experience in implementing the data base.

Mr. Magessa informed the audience that TSED is being tested in Magu since 2001 with focal points on the health sector, whereby the Ministry of Health

(MOH) provided the indicators of poverty. The data collection at Magu is implemented by use of the Community-Based Management Information System (CBMIS) and this has proved to be very effective in terms of data quality. He cited the prevailing problems as:

- § The lack of adequate data storage premises (often vandalised by rodents).
- § Lack of stationeries and transport facilities (bicycles/motorcycles) for data collectors

**Issues raised during the discussions:**

- How Magu District has utilized the data collected
- How CBMIS improved Magu data collection and how correct is the data
- What a difference between TSED and CBMIS

**In response to the issues raised:**

- During the national vitamin A vaccination, there was no shortage as the correct data for children to be vaccinated was given.
- The community has been educated on the importance of data collection and its utilization
- TSED is a software and CBMIS creates awareness to the community.

**2.6 Monitoring and Evaluation for the Local Government Reform Programme Plan and Progress of Implementation in the Local Government Authorities**

Dr. S Mogaeka from the Local Government Reform Programme presented the paper. The presenter started with explaining to the participants the overall objective of improving the quality of and access to public services provided through or facilitated by Local Government Authorities (LGAs).

In essence of Monitoring and Evaluation for the Local Government the presenter mentioned that The President's Office, Regional administration and Local Government (PO-RALG) has assumed the role of coordinating and making the reforms work.

He also mentioned challenges facing the M & E system in the sector ministries as the difficulty in ensuring the quality and timeliness of data and making sure that the data is available in the appropriate format and that it is used in decision making.

On the way forward for the M & E System, Dr. Mogaeka pointed out that it is necessary to identify the requirements, which will activate the downward communication.

This may include, for instance, to acknowledge receipt of data and timely response and advice to lower levels of administration. Such a move is not only a necessary element for accountability but also serves as an incentive to activate data collection and reporting. He also cited on the urgent need for information sharing in numerous systems in place and those being developed, the establishment of Routine Data Technical Working Group is a step forward in the right direction

### **3. SECTOR-SPECIFIC PRESENTATIONS**

#### **3.1 Education Sector Data: Requirements of the Sector Data Collection, processing, Utilization and Reporting**

Mr. T Gichomu presented a paper on behalf of the Education Sector. He started by giving an introduction on the role of the Ministry of Education and Culture (MOEC) in collecting, processing, analysing and disseminating the data.

He also mentioned the user of the data as Government leaders and decision makers, planners and researchers in education and some international bodies such as UNESCO, UNICEF, World Bank etc. He also pointed out on the main purpose of data collection is to provide information on the development and performance of education in the country in order to facilitate monitoring and formulation of policies and programmes for education improvement.

#### **Issues raised during the discussions:**

- Capacity building to the level of LGA to make sure good quality data is collected and sent to MOEC
- Whether MOEC has involved the LGAs in data collection

#### **In response to the issued raised:**

- The implementation of MIS by the MOEC will involve the training of staff at the district and lower levels as well as provision of working tools.

### **3.2 Health Sector Data: Requirements of the sector collection process, processing and utilization and reporting**

Mr. R. Mdoe presented the paper on the Health Sector Data. He started by giving a brief background to participants on the data collection in Tanzania when the Kalamazoo system was being used in the 1960's. He mentioned to the participants that the Health Management Information System (HMIS) is in use since 1980s. The system was designed as an integrated system for routine data collection with main focus on health facilities and data for day-to-day decision-making. Through HMIS approach it was expected that not only health services will improve but also data quality will be enhanced.

The presenter pointed out the current weakness of HMIS as follows:

- Delay in reporting
- Delay in supply of HMIS tools
- Low utilization of data for decision making especially at the collecting point etc.

The challenges faced by HMIS:

- Finalization of training in hospital HMIS
- Installation of HMIS software at the district level
- Improving the quality of data collected and reported
- HMIS computer networking, etc.

Mr. Mdoe mentioned that the Ministry is expecting that by December 2004 each District should be computerized in data collection system. He further displayed a list of book registers used as data collection tools at the MOH and the relevant indicators of poverty monitoring.

#### **Issues raised during the discussions:**

- q Why infants are tested for HIV after 18 months
- q Service from Government hospital is very poor, especial in maternity wards. What is the action from the Ministry of Health?
- q Data sent to the Ministry are the one collected from the Government hospital, what about private hospitals?
- q Data about health insurance in the districts where are they recorded?
- q How the private hospitals are being treated.

### **In response to the issued raised:**

- q Infants are checked after 18 month in order to give them time to build their own immune
- q Centralised to the responsibility should be done after building capacity at low level.
- q There is no data on poor service in mismanagement of patient in government hospitals
- q The system does not put aside private hospitals, they all give their data to MoH
- q Insurance data analysis is done on Regional, District and Local levels.

### **3.3 Agriculture Sector Data: Requirements of the sector in collection, processing, utilization and reporting**

Mr P. Ogonga presented a paper on behalf of the Agriculture Sector. He gave a brief overview on the routine data collection system as currently implemented in the Ministry of Agriculture and Food Security (MAFS). He also mentioned that agriculture is one of the largest sectors for the Tanzanian economy.

Food and cash crops as well as livestock and its products have largest contribution to foreign exchange earnings in the country. He also explained the type of data that is collected at MAFS and the importance of collecting the data. The method used to collect the data, major data providers and data collectors were also highlighted.

All the data is stored in the Agricultural Data Base Information System (ADIS) at MAFS, which contains statistics for 21 regions, 119 districts and 3221 villages. The link between ADIS and TSED is being developed. He further reported that MAFS has established a feedback mechanism, which is provided through the basic data booklet currently sold at Tshs. 3,000/= and the Agricultural Sensus reports distributed free of charge.

#### **Issues Raised During the Discussions**

- § What method is being used to get the accurate data from the farmers
- § The handling of data at MAFS is computerized, what about the districts?

#### **In Response to the Issues Raised**

- § MAFS is implementing a sensitisation and training programme at district and grass root levels.

### **3.4 Road Sector Data: Requirements of the sector in collection, processing, utilization and reporting**

Mr. R. Kundi presented a brief introduction on routine data collection in the road sector. He explained that the impact of poverty monitoring and evaluation cannot be assessed without proper data. He also pointed out that data collection for the road sector mainly focuses on traffic volume, road

condition, location of structures (e.g. bridges, culverts) and the length of the road section.

Planners, decision makers and administrators use the data collected for different purposes. The method used in the collection, storage, utilization, flow of information and collaboration between various actors was also explained.

In conclusion Mr. Kundi recommended the need to synchronize the collection and analysis of the data as a way to safeguard quality. The need for an institutional set-up for poverty monitoring was also underscored. The success of poverty monitoring is reflected on whether the information is used to decide on improvement and when the improvement adds value to the livelihood of the people. He further pointed out that data verification is implemented through the O.D. survey.

### **Issues Raised During the Discussions**

The method is used to grade the roads

The capacity of staff at district level

The water transport

### **In Response to the Issues Raised**

- § PORALG maintains 50,000 km roads while TANROADS is responsible for 30,000 km of the road network throughout the country. The grading is guided by the roads utilization.
- § The lack of qualified staff in the districts is being looked into through the Engineers Registration Board (ERB).
- § MAFS has also a data bank for water transport and especially the ferry boats.

### **3.5 Water Sector Data: Requirements of the sector in collection, processing, utilization and reporting**

Ms T. Itege from the Ministry of Water and Livestock Development (MWLD) presented a paper on the water sector. She firstly apologized that her paper was only confined on water excluding the livestock development. She then started by giving a brief overview on the type of data collected, the type and status of the water schemes and the performance of the village water committees.

She pointed out that the Village Executive Officers (VEOs), the Ward Executive Officers (WEOs) and the District Water Engineers (DWEs) often collect data on regular basis. The MWLD uses several methods in collecting the data on monthly and annual basis and then compiles it in annual reports. She further listed the indicators of poverty in the water sector, and these include:

- § Number of people with access to water sources at a maximum distance of 400m
- § Time taken to fetch water
- § Use of improved toilet facilities, etc.

She also reported one major strength in the water sector as being the existence of the National Water Policy (NAWAPO), which has outlined strategies of strengthening the MIS at different levels.

**Issues raised during the discussions:**

The harmonization of routine data collection  
The capacity of data collection at district level  
The development towards realization of the water sector indicators

**In response to the issues raised**

- § The harmonization of the routine data collection in the MWLD is in progress. We should aim at having a single source of data and this workshop should help to provide a solution.
- § There is low capacity within the LGA because many districts have no DWEs but only technicians.
- § The target is the accessibility to safe water by 78% of the Tanzania population by the year 2015. The two giant projects, namely; The Rufiji Basin for Dar es Salaam, the other one being the Lake Victoria Basin Project for Shinyanga and Geita, they are the major thrust towards realization of the target.

**3.6 Systems of data Collection in the Tanzania Meteorological Agency**

Mr I. Nassib presented a paper on the system of data collection in the Tanzania Meteorological Agency (TMA). He started the presentation by giving an introduction on the function of the TMA.

He went on explaining why it is important to collect data and the type of data to be collected. He told the participants that data at TMA is collected by trained certified personnel or by trained uncertified personnel as well as untrained personnel, who collect data on voluntary basis at the climatological and rainfall stations. Data collected is used by the aviation and the general public. He also mentioned the way forward for TM, which is basically to improve communication and services such that the reached the farmers at the right time and also to enhance institutional cooperation in data and information exchange.

**Issues raised during the discussions:**

- § Possibility for Weather forecast coverage for small areas.
- § The perception of rainfall forecast by religious sects and traditional witchcraft beliefs

### **In response to the issues raised**

- § Weather forecast coverage for small areas requires numerous observing stations and the networking. The observing station at Mwanza airport, for instance, represents the whole of Mwanza Region.
- § TMA provides scientifically based forecasts. However, TMA has no mandate to intercept individuals right to beliefs

### **3.7 PORALG Draft MIS Strategy: What does it mean for the Local Government authority?**

Mr Kiwelu presented a paper on the Status of Management Information System (MIS) in PORALG. Firstly he told the participants the aim of the MIS, and this is namely to harmonize the data management procedure at the Local Government level. PORALG has the duty to ease the burden at various levels of the Local Government on RDS. The issues being addressed through the MIS are:

- § The existence of multiple systems with overlaps
- § The top-down agenda (the demand comes from higher authorities, which denies the ownership of the data by the user.
- § Lack of coordination
- § Poor quality data

On the achievements to-date, he listed them as follows:

- § The supply of equipments to Regional Secretariats
- § Installation of the internet server
- § Installation of the SED at PORALG.

### **Issues raised during the discussions**

- § The establishment of websites for the districts
- § The access to SED by the districts

### **In response to the issues raised**

- § A national website has been established at PORALG. All the districts are required to establish their own web pages under the national website.
- § Access to the SED at PORALG has been assured at the districts by providing generators to take care of power cuts or power fluctuations.

### **3.8 Experience of the Socio-Economic Database fom Meatu by Mr. Gerhard**

The District Development advisor for Meatu Mr. Gerhard gave a brief demonstration on how Meatu District uses the SED facility for data entry and processing.

The example was shown on how the data was entered for the school enrolment with disaggregated information at village, mtaa and ward levels.

The users have translated the software for data entry into Swahili to facilitate easy communication.

**Issues raised during the discussions:**

- q How the verification of data is undertaken

**In response to the issued raised:**

- q The programme has in-built modules to check the data. For example the number of households involved in farming in a particular area should not exceed the total number of households.

### **3.0 GROUP DISCUSSIONS AND RESULTS**

The participants were divided into four groups 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

In order to facilitate focused discussions, key guiding questions were posed to the groups as follows:

#### **GROUP 1**

1. On basis of the experience from Magu, who should be the sector-specific data collectors at grass root level and what are the minimum capacity requirements in terms of formal education, training facilities/tools?
2. Considering regular feedback to data collectors at grass root level concerning the utilization of data as one of the incentives to motivate them in data collection; What do you think should be the appropriate mechanism of channelling the feedback? What other incentive packages do you think would be appropriate and feasible?

#### **The results for group 1 are as follows:**

Sectors are:

- Agriculture & Livestock
- Education
- Health
- Roads
- Water and Sanitation

Who Collects the Data:

Regular feedback to the data collectors at grass root level concerning utilization of data:

- Feedback mechanism at all levels
- Village meeting
- Council meeting

Incentive package are:

- Immediate actions
- Provide needed support
- May day award
- Study tour (best performance)
- Letter of appreciation of good work

## GROUP 2

1. The quality of data in terms of reliability and consistency is still questionable. Propose ways of ensuring data verification at all levels.
2. The CBMIS system for the collection of data has been tested at Magu to facilitate sector-specific data collection. Analyse the problems encountered under the CBMIS and propose measures for improvement.

### **The results from group 2 are as follows:**

The ways to ensure data verification at all levels are:

- § All Ministries should collect the data within the same time frame accordingly.
- § Storage should begin at the grass root following chain of command as per Households, hamlet/streets, villages, wards, district, regional, and PORALG.
- § Data should be identified/specified first before being collected and there should be a databank of the collected data from pre-poor sectors at all levels, from household to PORALG level
- § Awareness should be created from the community itself being the target group to cope with data collectors
- § Capacity building to support WEOs and VEOs to reduce overload of responsibilities by providing assistance i.e. Providing schedules, which are not so tight.
- § Format in data collection should be uniform.
- § Capacity building for VEOs should be carried on by employing qualified data collectors
- § Training of the following data collectors at ward and district levels:
  - ◆ Hamlet leaders
  - ◆ Community health workers/CORPS
- § To supply the above mentioned with essential tools needed i.e. Stationeries, furniture etc.
- § Provision of checklist for those verifying data during supervisory visits
- § Identification of data committee members, and using them effectively i.e. By training

- § Data issues should be discussed in every committee carried out in the hamlet to PORALG level
- § CMTs and RMTs to review the data from district to PORALD level
- § Incentives/motivations should be provided during awareness creation i.e. Provide food/drinks during sensitization, conducive working environment (provision of essential tools)
- § Feedback to the concerned (data collectors at all levels) using maps, pamphlets etc
- § Indicators from different sectors to be processed from community level up wards (Household to PORALG)
- § One stop centre to be facilitated for data storage (training of responsible personnel)

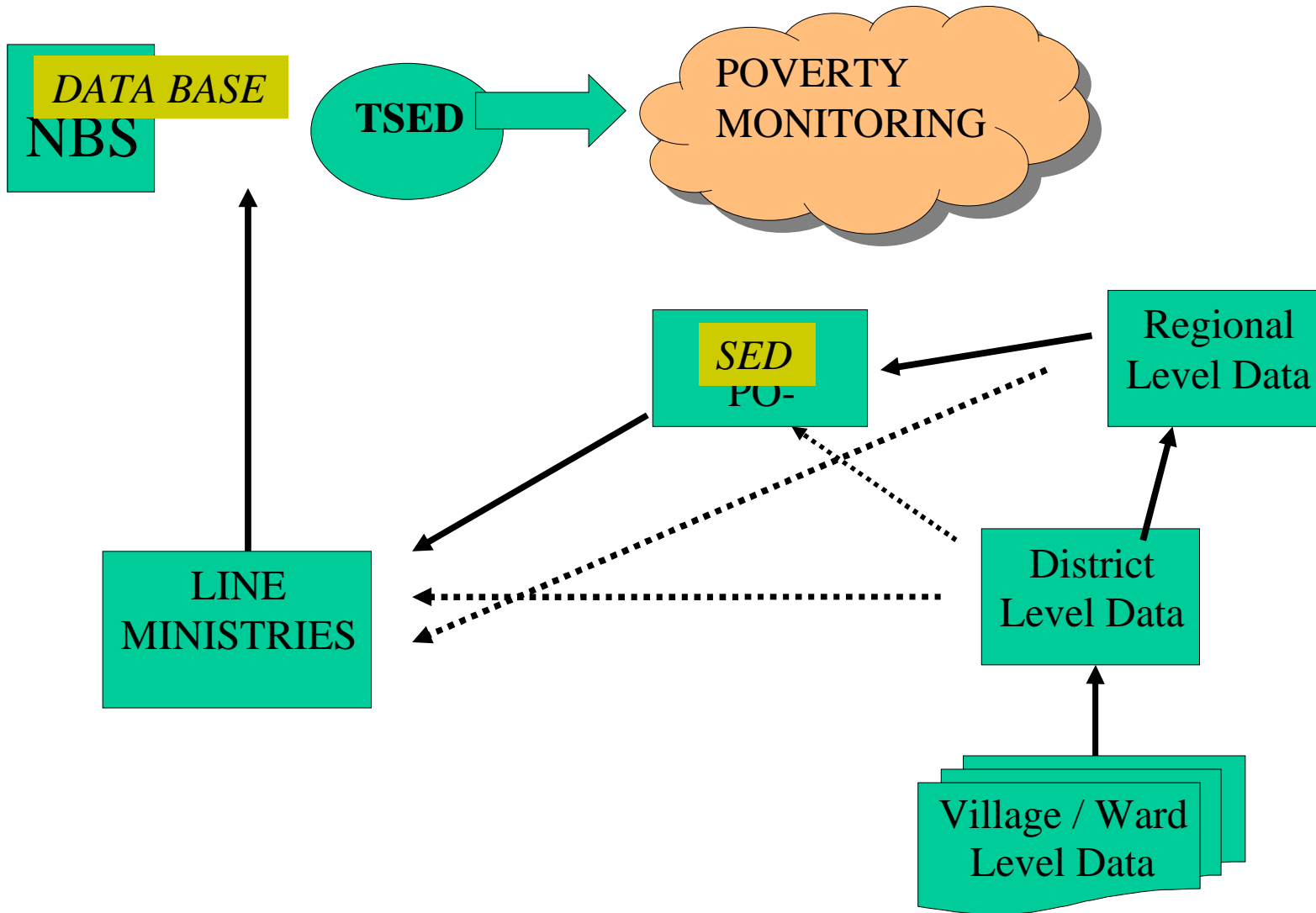
The problems encountered under the CBMIS and proposed measures for improvement:

<b>Problems</b>	<b>Measures</b>	<b>Responsible Person</b>
Shortage of essential tools (ie. Computers)	Ensure enough tools from district level upwards	PORALG
Lack of stationeries, furniture, office rooms	Ensure stationeries, furniture and office room are available in time	LGA/Community
Poor availability of CMT members at required time during demonstration of CBMIS package	Ensure CMT members are available at required time	DED
Lack of transport during data collection process	Ensure availability of transport at all level eg. Bicycles, Motorcycles, Cars etc.	PORALG
Delay of data from grass root level to the district level	Deadlines schedule should be given to the responsible persons	DED
Poor community sensitisation on data collection	Raise community awareness and provide feedback accordingly	PORALG/DED/DONORS
Lack of motivation to data collectors/verifiers at all levels	Sensitisation of all implementers at all levels, provision of allowances when are available	DED

### GROUP 3

1. Data collection and utilization at local authorities level.  
What are the issues to be considered for the harmonization process?
2. 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*)

ROUTINE DATA SYSTEM –Information flow



The results from group 3 are as follows:

*Data utilization:*

- § Establish Village, Ward and District Information Centers
- § Computerization of data collected
- § Dissemination of information through reports, meetings, publications, website/internet

*Issues to be considered for harmonization process:*

- § Determine stakeholders' information needs through research and meetings
- § Identify data sources at village level
- § Develop same data collection formats
- § Establish District database units
- § Provide training on data collection, processing and analysis for Village, Ward and District resource teams (composed of district staff) and this should be a continuous process
- § Parent ministries and PORALG should identify their data/information needs for incorporation in village based data collection formats

*3 main Recommendations to improve the work of RDS are:*

- § Technical working group at National level be expanded with time to suit information needs of all interested development partners e.g. representatives from the Ministry of Commerce and Industries, Minerals
- § RDS and PORALG including donors agree and develop uniform data collection formats and determine form of the reporting .In view of difficulties encountered in printing data collection forms, required funds should be allocated to respective District Councils to facilitate the same.
- § Computers and accessories needed for data processing, analysis and storage be provided to District Councils for use by all sectors. To this effect RDS district staff should be trained and oriented on computer appreciation and RDS

Assessment of viability of data flow:

- § The existing arrangement is considered to be okay and efficient at the moment as it allows faster submission of required data /information to stakeholders. However, its efficient functioning in terms of data quality and interpretation will depend on the availability of competent staff at all levels. To this end it is recommended to provide required training to members of the Regional Secretariat and District Councils
- § Upon strengthening the capacity of the regional and district staff, the informal communication between the districts and parent ministries/PORALG should be avoided with the exception of special reports.
- § The existing flow chart be revised to provide/allow feedback amongst the stakeholders

## GROUP 4

1. 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?
2. PO-RALG <> Regional Secretariats<>LGAs<>NBS (TSED) are being networked through CIT to facilitate information exchange. Propose a mechanism of information exchange for LGAs<>Grass root

The following ways can improve Local Authorities and Ministries in the RDS:

- § To build capacity at grass root for sector and district level for data collection storage and analysis through training, staffing, and equipments
- § There should be an agreed format and indicators of reporting system for both sides
- § There should be a specific person dealing with data collection and storage each at the sector and district levels and they should be assigned similar tasks, which include report preparation for the Local Authorities. The report should be verified by the DPLO before submission to higher authorities.
- § Local Authorities have to establish Resource Centres, which will be equipped with basic information from all levels.
- § The collected data be analysed at the district level and feedback be done to the grass root (the original place) on the usefulness of the data.
- § There should be a public notes boards at village and ward levels for display of information gathered.
- § Local Authorities be empowered on procurement of equipments and facilities for data collection rather than to be undertaken at the centre.
- § Each district council has to establish a web page within the national PORALG website, which will enable the public to access the information.
- § Central ministries should give feed back to the Local Authorities to enable them utilize the data.
- § To build capacity of LGAs to analyse, interpret and utilize the collected data.

Mechanisms proposed for information exchange for LGAs and the Grass roots are:

- § To bring various decisions reached at the district level to the grass root through meetings and letters
- § To conduct various seminars at grass root
- § Ward patrons and district officials should visit wards and villages regularly and advise accordingly.
- § Data analysed at district level should be brought back to the grass root explaining the meaning and utilization
- § Establishment of local newspapers at district levels
- § Reports from the grass root should be appreciated by the district authorities and reply be made to respond to some of the issues raised.
- § Use telephones radios and television to disseminate information. Local radios and TV be established where possible.
- § Request the Central Government to establish resource centres at ward levels by improving existing libraries at Teachers Resource Centres (TRCs).

#### **4.0 CLOSING**

The workshop was officially closed by the Director of Regional Coordination in PORALG, Mr. R. Musingi.

He gratefully acknowledged the good attendance of the participants and their commitments, which they have demonstrated throughout the three days of the retreat. His closing statement revisited the main objectives of the retreat and confirmed that they have all been achieved.

He further reminded the participants on the major impact of statistics, which is basically to facilitate the provision of evidence-based information on whether poverty has been reduced within the community. To this effect he underscored the need to have baseline data at districts, ward and village levels and to ensure adequate storage so that the data can easily be retrieved as and when required.

Finally, Mr Musingi pointed out the need to enhance the capacity of the villages in writing their own reports for onward submission to higher-level authorities.

He thereafter declared the retreat officially closed and wished the participants a safe journey back to their destinations.