**UNDP Bangladesh**

Integrating Community-based Adaptation into Afforestation and Reforestation Programs in Bangladesh (ICBA-AR)

A report on Database orientation at (venue: Saint Bangladesh Guest House) Barishal

Dated: 10-11 March 2019

Total participants: 17

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| Sl no | Designation | Number |
| 01 | Consultant-MIS | 1 |
| 02 | M&E Officer | 1 |
| 03 | Community Development Officer | 4 |
| 04 | Community Development Associate | 6 |
| 05 | Partner NGO staffs | 5 |

The program schedule of the orientation program is as Baseline data collection form revision, Data entry in the excel form, MIS data collection, entry and reporting, discussion and correction on result data collection form and methodology, result data entry in excel format, GIS Map.

Day 1 (11 March 2019, Sunday):

**Topic: Baseline data collection form revision and data entry, MIS:**

Based on the discussion there are some corrections are made with the presence of all participants in the baseline data collection form. It is also discussed that it is the third time of the baseline data collection form correction.

* The revised baseline data collection form will be applicable only for 2019 beneficiary.
* The remaining beneficiary baseline data of the year 2017 and 2018 will be collected and fed following the present one.
* The following corrections are made on baseline data collection form as:
* Delete questions no. 14, 16, 22, 29, 31, 37 and 38
* Introduce the option of tick box for Gender (question no. 15)
* Modify: Whether the family shifted to the current place due to natural disaster (question:18). Move the question under natural disaster section.
* (Question: 23) Is the beneficiary member of any local committee: Yes or No (Tick box), If yes, Write the name of the body.
* (Question: 24) move the question under natural disaster section; include the option ‘whether for natural disaster’.
* (Question: 25) delete ‘Reason’ and include Yes/No option for whether the HH faced loss
* (Question: 28 and 30) According to the 2nd format developed by field colleagues
* (Question: 32) Add the option whether possess Land: Yes/No
* (Question:39) Add the option whether the HH has a latrine: Yes/No? Whether Latrine is sanitary or non-sanitary?
* (Question: Does the HH suffer from food shortage: Yes/No. If yes, then from which Bangla month to which Bangla month? During the food shortage how many meals take the family members in a day?
* The baseline data entry in excel format is practiced in the session. It is discussed that the data entry form will be available online in google drive and could be downloaded as excel form. Data entry both in online and offline is possible.
* MIS: The MIS consultant has developed an MIS for ICBA-AR reporting. He explained the MIS. It is discussed that the baseline data entry is required to activate the MIS properly. Without baseline information it can not work. Since the data collection and data entry is not on satisfactory level so alternatively discussed that the beneficiary basic information from the beneficiary list is to be inserted in MIS.

Day 2 (12 March 2019, Monday):

**Topic: Result data collection form and methodology**

* The present methodology of result data collection specially determination of sample size is 25-30%. But the sample size depends on total population, so this method is questionable when population size is 30 or less than 30. It is better to compile the total beneficiary group in a list and then operate the process of 25-30% or following the online sample size determining calculator.
* Presently practicing random sampling method (who is available) for the result data collection in the upazila level but this is not a proven scientific method and there is no control over it. It is discussed that the beneficiary could be selected following the Online “Random Number Chart” or creating the “Random Number” in excel. It is better to do practice centrally.
* Any report for the donor purpose cannot be written based on the present methodology.
* Most of the data collection format does not meet the project indicators. There were made some correction on it. It is also decided that the timing of data collection is important to determine. For duck rearing recommended a certain period, once for vegetable of summer and winter, for other agriculture just after harvest, for mixed fish culture after one year adding the remaining stock in the questionnaire, for FFF model based on the production season, and included beneficiary consumption in the format.
* The present data analysis focused on profit-loss analysis that tends to negative result of the project intervention. It is discussed that the result analysis should be touched with projected goal, objective and indicators.
* It is learned that no beneficiary list complied of 2017 and 2018 at PMU level. Without a complied beneficiary list, determination of sample size and selection of beneficiary randomly is not possible availing a good control over the process.
* The participants expressed that it is disappointed that after two years there is no a complied beneficiary list, not applying proper methodology in data collection, no analyzed report of 2017.
* The Consultant – MIS has developed a GIS map following the important objects of the project areas like location of Union Parishad Complex, CRC, Tube well, Sluice gates, Killa, nursery, enrichment plantation etc.