**NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND MANAGEMENT INFORMATION SYSTEM**

**MANAGEMENT/PROGRAMMES DEPARTMENT TRAINING**

**20th and 21st April 2017**

**INTRODUCTION**

The National Government Constituencies Development Fund Management Information System (NG-CDFMIS) is a system that stores, organizes and makes access to projects and financial information easy. This training was part of NGCDF-MIS implementation process. Earlier in March 2017, 65 Fund Account Managers were trained on how to use the system. It was therefore imperative to all heads of departments and programme officers who will be interacting with the system on a daily basis.

**OBJECTIVES**

The objectives of the workshop were:

* Familiarize the Heads of Departments with the system,
* Provide a hands-on-training to Programme Officers,
* To obtain feedback from the management. This information would be useful to improve the system as well as enhancing policy making process,
* Part of change management,

**TRAINING METHODOLOGY**

The trainers were drawn from Techbiz Kenya and NG-CDF Board secretariat. The ICT department provided the technical training while the Programmes department provided support on Project Management cycle.

The officers were individually working on dummy data prepared by the ICT department.

**SYSTEM ISSUES**

The feedback from the plenary was as captured in the table below:

| **No** | **Section** | **Issue** | **Remark** | Status |
| --- | --- | --- | --- | --- |
|  | Project Proposal | Once a project has been created and saved it is impossible to edit | System to make it possible to edit changes |  |
|  | Project Sectors | Sector reads M&E | Should be renamed to M&E and Capacity Building | To check after trainees view the Reports section |
|  | Projects Submission to Headquarter | Non clarity of the term commit | To change term from ‘Commit’ to ‘Submit’ |  |
|  | Project Editing | Once details of a project have been made and saved, any further changes cannot captured in the system | System to be flexible to make changes before projects are submitted to the Headquarter |  |
|  | Project Proposal | Different programme officers handle different regions.  Operations under the Programmes Department are classified under the following Regions; Nairobi, Central, Coast, North Eastern, South Rift, North Rift, Western, Nyanza, Upper Eastern and Lower Eastern | There is need to regionalize the system so that each officer is able to view only constituencies that fall under their region |  |
|  | Reports | Under the Reports it is not possible to tell the number of projects done under each sector | Quantify the output section of the projects so that it is easy to track the number of projects implemented. This is important when reporting on the impact of the Fund |  |
|  | Payments | The field tabs for the payment form are not well arranged | The arrangement of the payment form to be systematic e.g The Company being paid to be on top rather than towards the end of the form |  |
|  | Payments | For sensitive transactions the system should be user friendly and provide for confirmation before completing a transaction | Have prompt messages box for sensitive issues before a user makes a cash transactions or project reallocation |  |
|  | Reallocations | It is possible to submit a reallocated project without the minutes attachment | Tighten the reallocation section so that the attachment has to be provided before submitting the project to the head office. |  |
|  | Emergency Project Codes | For an emergency project, the system picks a code under the emergency sector | System to provide for the projects to have codes under the sector the fall under e.g a school funded under emergency to have a code under Education sector |  |
|  | Rejected Projects | Once a project has been rejected by the Board, the project can still be viewed in the system | Rejected projects should be removed completely from the system. They can be provided for in the display just for information |  |
|  | Project Menu | The menu focuses on Devolved and National Government functions | There are still some on-going projects under the devolved functions | The menu to remain as it is- with both the national government and devolved functions |
|  | System Status | The status for a resubmitted or a reallocated project remains ‘resubmitted’ and ‘reallocated’ respectively | Once approved the system status should change to on-going just like for all other projects. |  |

**CONCLUSION**

At the end of the workshop all the objectives were achieved. Participants were familiar with the system. The move to the digital platform was welcome. Participants felt that they were now empowered to own the system henceforth. Feedback from the system was captured and the issues were to be addressed by the consultant – Techbiz Kenya. The idea of having Trainer of Trainers (ToTs) from the Board Secretariat was lauded. The NG-CDF MIS will enhance reporting and standardising the Boards operations.

**WAY FORWARD**

Organize another training session for the programme officers to be trained on operations of the system at the head office. In this training they were trained for operations at the constituency level. There is need to train them on the part they will play as the officers at the head office.

There is need by the relevant Head of Departments to enforce usage of the system as soon as possible.