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**ESTABLISHMENT OF DATABASE AND
MAPS ON NGOS IN BOTSWANA**

**Implemented by the Botswana Council of Non-
Governmental Organisations (BOCONGO)**

May - September, 1996

Final Report

BACKGROUND

The Botswana Council of Non-Governmental Organisations (BOCONGO) was established in 1995 to coordinate and focus the work of non-governmental organizations (NGOs) in Botswana. The mission of BOCONGO is to support and promote the interests of its members with the goal of promoting sustainable development in Botswana. Twenty-one of the more than 100 NGOs in Botswana are registered members of BOCONGO and the council has collaborative activities with an additional 20 organizations. In 1995 and 1996, BOCONGO, together with ten other NGOs in Botswana, participated in project supported by the Africa Operations Research/Technical Assistance Project known as the Youth Empowerment Project (YEP). This project sought to strengthen the management and service delivery capabilities of youth-oriented reproductive health NGOs.

Discussions held during the introductory workshop for YEP revealed that most NGOs have limited information about each other. This constrained their efforts to promote NGO collaboration and participants were unanimous in identifying inadequate availability and access of information on NGOs as one of their management priority needs. The NGOs recommended that the Africa OR/TA Project should support the development of a dynamic data base on NGOs involved in youth activities as a vital NGO capacity building activity.

In response, the Botswana Council of Non-Governmental Organisations (BOCONGO), in collaboration with the YEP coordinating office, developed a proposal for a subproject to establish a dynamic, geographic information systems database on NGOs who were participating in YEP and others who were registered members of BOCONGO. The objectives of the subproject were

1. Establish a database on NGOs participating in youth health development activities, starting with those that are currently registered with BOCONGO and participating in YEP.
2. Establish a database about other activities that the NGOs with youth programmes are engaged in.
3. Produce thematic maps that would detail the current activities and the regional and national distribution and location of the selected NGOs in a manner that can be readily update and expanded.

- 4 Create an NGO database and maps in a manner that can efficiently and readily reveal opportunities for other NGOs to participate in the youth health and development programmes and promote effective NGO collaboration
- 5 Assist BOCONGO to put in place a system for the development and continuous provision of relevant information on its member organizations (both the registered and potential)
- 6 Provide a platform to inform BOCONGO's registered and potential members, Government, and the donor agencies about the existence and potential of the data base maps

The activity was subsequently funded by the Africa OR/TA Project. The project was initially scheduled for three months from May to July 1996 but because of staffing constraints in BOCONGO who was responsible for the data collection and a number of the technical problems with computers the project was completed by the end of the YEP in September 1996.

DATA COLLECTION AND CREATION OF MAPS

A senior cartographer of the University of Botswana Faculty of Environmental Science was engaged to provide cartography expertise. Data about the NGOs was collected through interviews with NGO coordinators and staff of member organizations and NGOs participating in YEP. Data was also gleaned from NGO annual reports, and the Central Statistics Office - Population Census Report. Base maps were acquired from the Department of Surveys and Mapping and the hierarchy of settlement directory from the Department of Town and Regional Planning. Data collection was carried out by BOCONGO staff and the consulting cartographer.

Information was collected on the following attributes

- Registration number
- Type of NGO (community, national, sub-regional, international)
- Source of funding (donor, self, both)
- Aims and objectives of the NGO
- Date when established
- Type of reproductive health activities
- Other activities

Location and physical address of headquarters
Type of accommodation of headquarters (own or rented premises)
Other fixed properties
NGO status
Size of membership
Type of staffing (paid or unpaid, part- or full-time, volunteers, members)
Type of membership (private or open)
Location of NGO activities, programmes, and projects
Population size of towns, villages, districts with NGO activities (overall, and youth 20-24)

The digitizing of maps and the creation of the database was done on a HP Veltra VL Series Computer with AO Calcomp Digitiser using PC ARC/INFO software for the creation of the database and ARCVIEW software for map design and plotting. The maps were produced with an HP Design Jet 750C AO plotter. The hardware was provided by the University of Botswana and the software purchased under the subproject.

OUTPUTS AND IMPACT

The completed database included over a 100 registered NGOs in Botswana which appeared in the October 1995 Botswana NGO Directory. Over 30 maps were produced for YEP NGOs and BOCONGO registered members. A BOCONGO staff member was trained in the use of ARCVIEW in order to be able to maintain and expand the database and maps production over time and plans were made to install the database in BOCONGO office after the latter had acquired the relevant equipment.

The maps were in use even before the completion of the project with one NGO taking its map to an overseas international conference where it notably increased recognition of the NGO. The final YEP dissemination workshop, attended by nearly 80 participants from various government sectors, donors, the university, and the private sector, included a presentation and discussion by BOCONGO and the consultant on the NGO thematic maps and database of NGOs. And one of the highlights of the BOCONGO strategic management planning workshop held in October after the end of YEP, was the display of the maps and a briefing on the NGO database established as a result of BOCONGOs' participation in YEP.

The project was important to YEP because analysis of the types and distribution of activities included in the database provided important information for planning, monitoring and evaluating NGO activities for reproductive health for youth

Moreover, the project greatly heightened the visibility and importance of BOCONGO in supporting NGO activities in Botswana. First of all it created an opportunity for BOCONGO to make or re-establish contact with NGOs all over the country, including BOCONGO members, for whom they had outdated or no information. Second, many NGOs questioned the benefits of paying for membership with BOCONGO even though they agreed with the principles of collective representation and NGO collaboration which is the basis of the establishment of the council. BOCONGO used the production of the NGO database and maps to demonstrate their potential and usefulness. Most of the NGOs were co-operative in the development of the database and maps and had developed plans on how they intended to use this resource.