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EVALUATION OF THE WID OFFICE TRACKING SYSTEM
AND PROPOSED ENHANCEMENTS
Feasibility Study

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INTRODUCTION:

This is a feasibility study for the evaluation and proposed enhancement of the WIDO's Tracking System.

The study is divided into the following parts: (i) the WIDO's operations system and data requirements; (ii) the evaluation of the current Tracking System; (iii) the new proposed enhancement; and (iv) a revised timetable and other requirements.

The first part describes briefly the function and main activities of the WID Office as well as the various files needed by the staff to manage and keep record of their major activities. The second part evaluates the current WIDO Tracking System, pointing out what the system provides **vis-a-vis** the requirements shown in part I.

The third part discusses the new enhancements proposed, taking into account the budget and staff constraints of the Office. Finally, the fourth part submits a revised Timetable for the addition of the enhancements, as well as some direct participation of the staff during the implementation of the enhancements so that they become fully familiarized with the system.

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PART I

WID OFFICE OPERATIONS AND
DATA REQUIREMENTS

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A. OFFICE OPERATIONS

The **operations** (function and activities) carried out by the Office of the Women in Development (WID) can be summarized as follows:

1. Major Function

The major function of the PPC/WID Office is to **assist the AID missions attain full integration of the women in development.**

The integration of women in development (WID) is viewed as a necessity since the female gender constitutes half of the population in any given country. The females roles in program and project development are frequently overlooked or neglected. Such a neglect often **defeats economic-growth efforts, wastes** about half of the human resources available, and **violates human rights** by allowing inequalities and inequities against half of humankind--the women.

Because of all these negative effects, Congress has mandated the Agency for International Development (AID) in its Resolution 113 of 1974 to seek the integration of women in all development programs and projects in third-world countries. It has further charged AID with the creation of new programs and projects geared to a full integration of women in development, particularly in the areas of food production (agriculture), natural resources, private enterprise, education, etc. Thus the WID Office was subsequently created, within the AID/PPC Bureau, to assist AID mission in the integration of women in development.

For integrating women in development, one approach used by the WID Office is to recommend "**gender roles and status analysis**" (GRSA) in all documents related to program and project development. The analysis of the **roles** of both genders in a project, as well as their **status**, often helps find good ways for integrating women in development--actually it appears to be a necessity. Therefore, this "**gender roles and status analysis**" (GRSA) is felt to be necessary, whenever feasible, at each section or objective of a program or project.

2. WIDO's Activities

In assisting AID missions to attain the integration of women in development, the WID Office uses four major types of activities: (1) review of selected documents related to program and project development; (2) provides training and technical assistance; (3) informs and disseminates WID and GRSA materials; and (4) co-funds and/or co-sponsors special projects related to WID and GRSA.

The review of documents is perhaps WIDO's single most influential activity for helping mission staff institutionalize the GRSA in all program and project documents. The WIDO staff reviews about 10 basic program/project documents, and whenever a GRSA was applicable and it was not done, one or several issues are raised and send back to the missions through established channels.

Training and technical assistance (T&TA) on WID and GRSA is provided, either by WIDO staff directly or through sub-contracting specialized firms or consultants, to AID/W new staff, AID missions program and project staff, Host-Country project staff, and PVO's and other organizations that might request such help.

The information and dissemination of WID and GRSA materials includes speeches and addresses to various groups, and the commission and distribution of special publications on WID and GRSA related subjects. The purpose of this activity is to reach a wider audience (including AID missions not served directly) but in a more general way.

A fourth WIDO's major activity involves co-funding and/or co-sponsoring special aspects of a project or a series of projects (particularly in the sectors of agriculture, natural resources, private enterprise, and education) with special features related to WID. Such special projects may be originated by WID/W, AID missions, Host-country governments, or by individuals through un-solicited proposals. WID specialized organizations and/or consultants may be contracted by WID/W.

Finally, the WID Office has a fifth major activity--an administrative in nature--maintain records of all contracts originated in the office for the purpose of assisting AID missions to integrate women in development.

B. DATA/FILES NEEDED

For the staff to keep track and manage all the data relevant to the activities outlined above, about 20 different files are needed. Currently, a great deal of the information is kept in folders and metal filers, and a small portion is committed to memory; another portion (not too large) is stored in the present tracking system.

An inventory of major files required by each type of activity is shown in Table 1 below. The first column shows the types of activities performed by the staff and also the acronyms of the various documents to be reviewed. The column shows the names of the documents. The third column shows the names of the files needed (almost the same as the document acronyms for easy identification), and the fourth column shows the approximate number of fields or data items needed in each file.

TABLE 1.--WID OFFICE ACTIVITIES AND DATA REQUIREMENTS

ACTIVITIES/ DOCUMENTS	NAME OF DOCUMENTS/ACTIVITIES	FILES NEEDED	NUMBER FIELDS
1. REVIEW OF PRG/PRJ DOCUMENTS			
CDSS	Country Develop Stratgy Statemnt	CDSS	15-17
AAP	Annual Action Plan	AAP	16-18
PID	Project Identification	PID	18-20
PP	Project Paper	PP	20-23
PPA	Project Paper Amendmnt	PPA	20-23
SOWA	Scope of Work - Consultants	SOWA1	20-23
ISSUES	Issues Raised in Above Documents	PLN-ISSU	7-10
.....	<u>Implementation Phase:</u>		
PIR	Project Implementation Reports	PIR	16-18
MTED	Mid-Term Eval Doc	MTED	16-18
SOWA	SOW - Consultnts Impl Phase	SOWA2	20-23
ISSUES	Issues Raised in Impl. Docs	IMP-ISSU	7-10
.....	<u>Evaluation Phase:</u>		
DFED	Draft Final Eval Docs	DFED	16-18
FFED	Final Final Eval Docs	FFED	16-18
SOWA	SOW - Consultnts Eval Phase	SOWA3	20-23
		EVL-ISSU	7-10
2. TRAINING & TECH. ASSISTANCE			
TRAINING	Training Provided on WID & GRSA	TRAINING	20-23
TRAIN EVAL	Training Evaluation Sheet	TRNG-EVL	30-35
TECH ASST	Technical Assistance Given	TCH-ASST	20-23
3. INFO & MATERIALS DISSEMINATION			
SPEECHES	Speeches/Talks on WID & GRSA	SPEECHES	12-15
PUBLICATS	WID & GRSA Materials Published	PUBLISH	10-12
MATERIALS	List of Materials for Distribut	MATERLS	6-8
LIBRARY	List of WID Docs at Res. Center	LIBRARY	10-12
4. CO-FUNDING SPEC PROJS			
SPEC PROJS	Special Proj Co-Funded by WIDO	SPC-PROJ	25-30
PROPOSALS	Info on Unsolicited Proposals	UNS-PROP	25-30
5. INTERNAL ADMINISTRATION			
CONTRACTS	Gral Info on all WIDO's Contacts	CONTRCTS	15-20

PART II

EVALUATION OF THE
CURRENT WID OFFICE TRACKING SYSTEM

A. GENERAL FEATURES

The current WID Tracking system was written and compiled in Clipper--a dialect of dBase III Plus. It is a menu-driven system which primarily stores and retrieves data related to program and project documents but on a limited basis. It does not make provisions for activities other than review of documents.

The structure of the main file comprises 59 fields which take up 1147 bytes. This rather lengthy record structure slows the system down considerably. Also, more than half of the fields are rarely used. This lack of use results from three major factors: (1) The basic file stores too many dissimilar types of documents which require different types of data fields; (2) the data file also allows for information pertaining to actions taken outside the WID Office, and consequently such actions may or may not be reported to the WID staff; and (3) some of the fields may not be too clear for the staff, and thus they are left blank.

B. DATA COLLECTED AND SYSTEM'S STRUCTURE

Table 2 shows the WID Office major activities and files required *vis-à-vis* the data handled or provided by the current system.

A quick comparison of columns 1 and 3 in Table 2 shows that more than two-thirds of the data files needed by the WID Office are not presently found in the system. Under such conditions, the WIDO staff might find difficult to produce, on short notice, information on the status of a large number of their activities.

A further close examination of the contents of the system reveals additional difficulties. The system contains 10 **data files**. Of these files, one is the actual **database core file** (WID.dbf), which stores crucial data needed by the Office. Eight of the remaining data files store only **codes** and/or **meaning** of fields, used by the basic data base.

There is one more file--**TIMELINE.dbf**. Its purpose, however, is rather unclear. Its name suggests a file for keeping track of important dates and bench-marks to be monitored. But the first field--**DATEFLD**--is usually left blank by the staff. In other words, such field is not clear. With the exception of the field **STATUS**, the remaining are redundant. The information is already stored in the main file.

TABLE 2.--WID OFFICE DATA REQUIREMENTS AND DATA
IN CURRENT WID TRACKING SYSTEM

ACTIVITIES/ FILES =====	WID OFFICE DATA REQUIREMENTS =====	DATA PROVIDED BY CURRENT TRACKING SYSTEM =====	ACTION =====
<u>1. REVIEW OF DOCUMENTS</u>			
CDSS	Gen. Info on Documnt	Yes, but limited	Expand
AAP	Gen. Info on Documnt	Yes, but limited	Expand
PID	Gen. Info on Documnt	Yes, but limited	Expand
PP	Gen. Info on Documnt	Yes, but limited	Expand
PPA	Gen. Info on Documnt	No	Add
SOWA	Consultants SOW - Plnng	No	Add
PLN-ISSU	Info on issues raised	Yes, but limited	Modify
.....			
PIR	Info on Prj Impl Reports	No	Add
MTED	Info on Mid term evals	No	Add
SOWA	Consults SOW - Implement	No	Add
IMP-ISSU	Issues raised on implem	No	Add
.....			
DFED	Draft Final Eval Doc	No	Add
FFED	Final Final Eval Doc	Yes, but limited	Expand
SOWA	Consults SOW - Eval.	No	Add
EVL-ISSU	Issues raised during eval	No	Add
<u>2. TRAINING & TECHNICAL ASSISTANCE</u>			
TRAINING	Info on training given	No	Add
TRNG-EVL	Training Eval Sheet	No	Add
TCH-ASST	Info on Tech Asst given	No	Add
<u>3. INFORMATION/DISSEMINATION</u>			
SPEECHES	Info on WID Talks/Speechs	No	Add
PUBLISH	Info on Pubs Contracted	No	Add
MATERLS	Lst Materials Avail	No	Add
LIBRARY	WID Publicats in Res Cntr	No	Add
<u>4. FUNDING SPECIAL WID PROJECTS</u>			
SPC-PROJ	Info on Spec WID Projs	No	Add
PROPOSALS	Info on Unsolic Proposals	Yes, but very limited	Expand
<u>5. INTERNAL ADMINISTRATION</u>			
CONTRCTS	Info on all WID contracts	No	Add
=====			

TABLE 3.--THE RECORD STRUCTURE OF THE TWO LARGEST
DATABASE FILES IN THE WID TRACKING SYSTEM

1. WID.dbf FILE:

Structure for database: WID.dbf
Number of data records: 187
Date of last update : 05/11/88

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Width</u>	<u>Field-Name Description</u>	<u>Times Used</u>
1	DOCUMENTID	Char	8	ID Number of Document	187
2	TITLE	Char	50	Document Title	180
3	CATEGORY	Char	1	Organiz. & Agreeemnt Type	187
4	COUNTRY	Char	3	Country Code	187
5	REGIONCODE	Char	5	Region Code	174
6	SCTRCODE1	Char	4	Sector 1 Code	59
7	SCTRCODE2	Char	4	Sector 2 Code	9
8	SECTOR3	Char	20	Sector 3 Code	19
9	DOCCODE	Char	4	Document Code	183
10	FUNDING	Char	3	Code for Funding Type	15
11	ACCOUNT1	Char	3	Code for Account Type #1	74
12	ACCOUNT2	Char	3	Code for Account Type #2	13
13	DESCRIPT	Memo	10	Description of Document	
14	ISSUEPAPER	Char	1	Was there an ISSUE Paper?	187
15	ISSUE1	Char	2	Descriptn of Issue 1	22
16	ISSUE2	Char	2	Descriptn of Issue 2	187
17	ISSUE3	Char	2	Descriptn of Issue 3	187
18	ISSUE4	Char	2	Descriptn of Issue 4	187
19	ISSUE5	Char	2	Descriptn of Issue 5	1
20	COSTAID	Num	11	Cost of AID Project	4
21	COSTOTHER	Num	11	Other Costs	1
22	COSTHOST	Num	11	Cost Host-Country	4
23	COSTDONOR	Num	11	Contrib. Host Country	0
24	COSTTOTAL	Num	11	Total Proj. Cost	0
25	STARTDATE	Date	8	Proj Starting Date	
26	ENDDATE	Date	8	Proj Ending Date	
27	IREVIEWER	Char	15	WIDO Reviewer's Name	
28	IREFERENCE	Char	25	WIDO Reference	
29	ICURRENT	Date	8	WIDO's Review Date	
30	IFUTURE	Date	8	WIDO's Future Date	
31	ISUMMARY	Memo	10	WIDO's Summary Action	
32	EREVIEWER	Char	15	External Reviewer's Name	
33	EREFERENCE	Char	25	External Rev. Reference	
34	ECURRENT	Date	8	External Review Date	
35	EFUTURE	Date	8	External Review Future Dte	
36	ESUMMARY	Memo	10	External Summary Actions	

TABLE 3.--THE RECORD STRUCTURE OF THE TWO LARGEST
 DATABASE FILES IN THE WID TRACKING SYSTEM
 (CONTINUED...)

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Width</u>	<u>Field-Name Description</u>	<u>Times Used</u>
37	PPCRESPOND	Char	15	PPC Response to Issues	6
38	PPCPREFER	Char	25	PPC Reference	
39	PPCCURRENT	Date	8	PPC Response Date	
40	PPCFUTURE	Date	8	PPC Future Date	
41	PSSUMMARY	Memo	10	PPC Summary Action	
42	BRESPOND	Char	15	Reg. Bureau's Response	
43	BREFER	Char	25	Reg. Bureau's Reference	
44	BCURRENT	Date	8	Reg. Bur. Response Date	
45	BFUTURE	Date	8	Reg. Bur. Future Date	
46	BSUMMARY	Memo	10	Reg. Bur. Summary	1
47	MRESPOND	Char	15	Mission's Reponse	
48	MREFER	Char	25	Mission's Reference	
49	MCURRENT	Date	8	Mission's Response Date	1
50	MFUTURE	Date	8	Mission's Future Date	
51	MSUMMARY	Memo	10	Mission's Summary	0
52	PSSUM1A	Char	77	PS Summary 1A	
53	PSSUM1B	Char	77	PS Summary 1B	
54	PSSUM2A	Char	77	PS Summary 2A	
55	PSSUM2B	Char	77	PS Summary 2B	
56	PSSUM3A	Char	77	PS Summary 3A	
57	PSSUM3B	Char	77	PS Summary 3B	
58	PSSUM4A	Char	77	PS Summary 4A	
59	PSSUM4B	Char	77	PS Summary 4B	
** Total **			1147		

2. TIMELINE.dbf

Structure for database: TIMELINE.dbf
 Number of data records: 1837
 Date of last update : 06/01/88

<u>Field</u>	<u>Field Name</u>	<u>Type</u>	<u>Width</u>	<u>Field-Name Description</u>	<u>Use</u>
1	Date	Date	8	Which Date?	N.A.
2	DATEFLD	Char	10	Which Date?	n.a.
3	DOCUMENTID	Char	8	Document ID Number	n.a.
4	DOCCODE	Char	4	Document Type	n.a.
5	STATUS	Char	20	Document Status	n.a.
6	REVIEWER	Char	15	Reviewer's Name	n.a.
7	TITLE	Char	50	Document Title	n.a.
** Total **			116		

NOTE: n.a. = Not ascertained.

PART III
PROPOSED ENHANCEMENTS

A. NATURE OF CHANGES PROPOSED

The enhancements proposed should cover most of (if not all) the major Office's activities shown in Table 1 above. At present only one third of the Office's data requirement is handled by the system. And of this one-third, some critical data items are missing.

In addition, the enhancements proposed include a reformat of the system's internal structure in order to make provision for the activities to be included, speed the system up, reduce in about 75 percent or more the current was of blank spaces, and provide a better handling or management of the data files in the system.

The data currently stored in the system will be fully utilized. But instead of one major data file, the information will be broken down in smaller segments (short files) so that data on **activities of the different types** will be found in corresponding types of data files.

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C. MAIN DRAWBACKS

In its present form, the current tracking system has the following drawbacks:

- o Handles only one third of the Office major data needs;
- o Stores in one major **data file** information from more than 20 diverse types of documents. This approach results in:
 - A rather lengthy record structure--1147 bytes for each record in the file--which slows the system considerably;
 - Numerous blank **fields** since different documents require different data fields;
- o Prevents the hierarchical linkage of key related files such as the following:

CDSS --> AAP --> PID --> PP --> PIR --> MTED --> FED

which eventually will be needed for assessing the overall performance of the missions and WID Office toward the integration of women in development;
- o Lacks enough flexibility (within its own menu system) for generating additional needed data reports.

Its menu-driven system is very pleasing. The Manual, however, does not provide guidance to the staff about how to modify the system for necessary changes through time.