

## **Workshop on Data Management for District Officials**

Data provides information that explains our context and situation. Well managed data will result in stronger policies and better outcomes of programs. If the utility of data is maximized, a manager can retrieve data on time in a desired format. Consequently, a program can be monitored and evaluated to ensure it is on track to achieve its intended outcome.

To make Vision 2025 to achieve its stated goals, a data collection framework to collect data in relation to the 33 indicators is important. The Partnership with Bikas Udhyami supporting the NYC to organize data and develop capacity through in the best possible way.

In that regard, Bikas Udhyami with the support and coordination of National Youth Council (NYC) will conduct workshop for NYC district officials. The objectives of the workshop are:

- i. To train district officials on the data management in excel
- ii. To orient district officials in the project data template
- iii. To orient official data management guidelines

For the above objectives, a set of activities are designed in consultation with Council.

### **Activity 1.1 Training to district officials on the use of Microsoft Excel to manage data**

To increase the data management capacity of district official, data management through excel will be organized. Participants will learn use of Microsoft Excel and implement learning in their day to day work.

### **Activity 1.2 Orient officials on the project data template**

Bikas Udhyami in consultation with Council has developed a project data template. Participants will be oriented to the template to manage project data. Participants will use the template to maintain data and share the data with NYC on regular interval.

### Activity: 1.3 Orient official on the data management guidelines

Bikas Udhyami has developed data management guidelines in consultation with NYC. Participants will be oriented to the guidelines and will implement to manage project data and administrative data.

### Cluster approach to workshop

To implement the activities a cluster approach is proposed. Based on development region, workshop will be conducted in 5 development regions for 150 participants, two participants from each district. Following is the detail of the cluster:

Development Region	Number of Districts	Workshop Location	Number of Participants
Eastern Development Region	16	Itahari	16 X 2 = 32
Central Development Region	19	Kathmandu	19 X 2 = 38
Western Development Region	16	Pokhara	16 X 2 = 32
Mid-Western Development Region	15	Kholapur	15 X 2 = 30
Far Western Development Region	18	Dhangadi	18 X 2 = 36
<b>Total</b>	<b>75</b>	<b>5</b>	<b>150</b>

### Budget

Activity: Workshop on Data Management for District Officials						
Budget Head	Unit	No. of Units	Rate (NPR)	Days	Amount	Explanation
Staff	Persons	5		15	90,000	Preparation and logistics management
Facilitator Fee	Persons	5	10,000	7	350,000	Workshops starts on the same date in different 5 locations
Facilitator orientation workshop	Persons	7	1,500	1	10,500	Facilitator needs orientation to workshop
Venue, projector, screen, tea/coffee snacks	Locations	5	10,000	5	250,000	
Transportation participants	Persons	150	2,000	2	600,000	

Transportation Facilitators (Return Flight)	Persons	5	40,000		200,000	
Transportation NYC+BU staff (1 person each)	Persons	10	40,000		400,000	
Hotel accommodation Facilitators, NYC+BU staff	Persons	7	2,500	5	87,500	
Hotel accommodation for participants	Persons	150	2,500	4	1,500,000	
Food for participants	Persons	150	2000	4	1,200,000	
Food for for NYC+BU+Facilitator	Persons	7	2000	5	70,000	
Stationary pack	Persons	157	300		47,100	
Printing banner, program etc.	Locations	5	6000		30,000	
Workshop material such as presentation, manuals	Locations	5	15000		15,000	
Miscellaneous					15,000	
Overhead					-	
<b>Total</b>					<b>4,865,100</b>	

All budgeted amounts are estimated cost. Reimbursement will be done for costs not incurred.

### **Criteria of the participants**

Following are the criteria for participants

- i. Need to have laptops
- ii. Basic knowledge on Microsoft excel
- iii. Officers