



Safe Drugs Save Lives

# Monitoring & Evaluation Management Information System

Software Requirement  
Specification Document  
Version 1.0.0

**Date: 27 Jan 2023**



**FUTURE**  
technologies™

Consultant/Vendor: Future Technologies Ltd.

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# TABLE OF CONTENTS

|          |                                     |           |
|----------|-------------------------------------|-----------|
| <b>1</b> | <b>INTRODUCTION</b>                 | <b>3</b>  |
| 1.1      | Purpose                             | 3         |
| 1.2      | Scope                               | 3         |
| <b>2</b> | <b>FUNTIONAL REQUIREMENTS</b>       | <b>4</b>  |
| 2.1      | Planning Module                     | 4         |
| 2.2      | M & E Module                        | 22        |
| 2.3      | Risk Management Module              | 49        |
| 2.5      | GIS Module                          | 69        |
| 2.6      | Project Management Module           | 84        |
| <b>3</b> | <b>NON - FUNTIONAL REQUIREMENTS</b> | <b>95</b> |

# 1 INTRODUCTION

## 1.1 Purpose

The purpose of this document is to present a detailed description of the Monitoring and Evaluation Management Information System (MEMIS). It will explain the purpose and features of the system, the interfaces of the system, what the system will do, the constraints under which it must operate and how the system will react to external stimuli. This document is intended for both the stakeholders and the developers of the system and will be proposed to the National Drug Authority (NDA) for its approval.

The system should address the following data need requirements:

- a) To design a planning and allocation of resources module.
- b) To design and standardize the M&E reporting module.
- c) To design the enterprise risk management module
- d) To design an on-spot GIS monitoring and reporting module
- e) To develop a project management module.

## 1.2 Scope

A complete web-based monitoring & evaluation system for NDA to that will enhance efficiency in data management, data use and timely information dissemination for decision making by the Directorates, departmental process owners and management. This system will be designed to maximize the organization productivity by providing tools to complete manage all M & E, Risk, Project and GIS processes, which would otherwise have to be performed manually. By maximizing the stakeholders work efficiency and production the system will meet their needs while remaining easy to understand and use.

## 2 FUNTIONAL REQUIREMENTS

### 2.1 Planning Module

In planning module, the system should be able to capture the Strategic Plan for 5 years which is aligned to National Development Plan III (NDP III), extract annual implementation plan and allow the stakeholders to create detailed annual work plan for current year.

#### 2.1.1 Master Data

##### 2.1.1.1 NDP III

The system records the core items in National Development Plan III.

| NDP III Programme Objective   | NDP III Interventions  | NDA Focus Area objectives   | NDA focus area Strategies to attain NDP3 programme interventions and objectives   |
|---|--|---|---|
| <b>NDP III Programme: Human capital development</b>                         |  |   |   |
| <b>NDA Focus Area: Core service delivery</b>                                |  |   |   |
| <b>Objective 4:</b><br>To improve population health, safety and management. | <b>4.3</b> Improve the functionality of the health system to deliver quality and affordable preventive, promotive, curative and palliative health care services. | To improve the regulatory efficiency and effectiveness that ensure safe, efficacious and quality drugs and health products. | <ul style="list-style-type: none"> <li>• Strengthen systems and institute regulatory actions that support local drugs manufacturing.</li> <li>• Strengthen systems and institute actions that support drug regulatory compliance by human and vet practitioners.</li> <li>• Strengthen the research capacity for making evidence-based drug regulatory decisions.</li> <li>• Strengthen the systems, processes and procedures for pre-market authorization of drugs and healthcare products.</li> <li>• Strengthen the systems, processes and procedures for post-market authorization of drugs and healthcare products.</li> </ul> |
| <b>NDP III Programme: Agro-industrialization Programme</b>                  |  |   |   |
| <b>NDA Focus Area: Core service delivery</b>                                |  |   |   |
| <b>Objective 1:</b><br>Increase production and productivity.                | <b>1.3</b> Strengthen the agricultural inputs markets and distribution systems to adhere to quality standards and grades.  | To improve the regulatory efficiency and effectiveness that ensure safe, efficacious and quality drugs and health products. | <ul style="list-style-type: none"> <li>• Strengthen systems and institute regulatory actions that support local drugs manufacturing</li> <li>• Strengthen systems and institute actions that support drug regulatory compliance by human and vet practitioners.</li> </ul>  |
|   | <b>1.9</b>   | To improve the  | <ul style="list-style-type: none"> <li>• Strengthen systems and institute actions</li> </ul>  |

|  |   |  |  |
|--|---|--|--|
|  | Strengthen systems for management of pests, vectors and diseases. | regulatory efficiency and effectiveness that ensure safe, efficacious and quality drugs and health products. | that support drug regulatory compliance by human and vet practitioners. <ul style="list-style-type: none"> <li>• Strengthen the research capacity for making evidence-based drug regulatory decisions.</li> <li>• Strengthen the systems, processes and procedures for pre-market authorization of drugs and healthcare products.</li> <li>• Strengthen the systems, processes and procedures for post-market authorization of drugs and healthcare products.</li> </ul> |
|--|---|--|--|

### NDP III Programme: Private sector development

#### NDA Focus Area: Core service delivery

|  |   |   |  |
|--|---|---|--|
| <b>Objective 5:</b><br>Strengthen the enabling environment and enforcement of standards. | <b>5.1.</b><br>Support the national conformity assessment system to attain international recognition through Accreditation. | To improve the regulatory efficiency and effectiveness that ensure safe, efficacious and quality drugs and health products. | <ul style="list-style-type: none"> <li>• Strengthen systems and institute regulatory actions that support local drugs manufacturing.</li> <li>• Strengthen the systems, processes and procedures for pre-market authorization of drugs and healthcare products.</li> <li>• Strengthen the systems, processes and procedures for post-market authorization of drugs and healthcare products.</li> </ul> |
|--|---|---|--|

### NDP III Programme: Manufacturing

#### NDA Focus Area: Core service delivery

|  |  |  |   |
|--|--|--|---|
| <b>Objective 2:</b><br>Increase value addition for import substitution and enhanced exports. | <b>2.1</b><br>Support existing local manufactures for both medical products and Pharmaceuticals. | To improve the regulatory efficiency and effectiveness that ensures safe, efficacious and quality drugs and health products. | <ul style="list-style-type: none"> <li>• Strengthen systems and institute regulatory actions that support local drugs manufacturing.</li> </ul> |
|--|--|--|---|

#### **2.1.1.2 Strategic Plan (5Years)**

The Strategic Plan for NDA contributes to NDP III. The system records the strategic plan for 5 years. The stakeholders can view/extract the strategic plan from the system. The following details makes a strategic Plan

- a) NDP III
- b) Program
- c) Program Objectives
- d) Sub Program
- e) Focus Area
- f) NDA Strategic Objective
- g) Strategic Intervention
- h) Strategic Action

#### **2.1.1.3 Annual Implementation Plan for 5 Years**

- a) Focus Area
- b) NDA Strategic Objective
- c) Strategic Intervention
- d) Strategic Action
- e) Activity / initiative
- f) Output Indicators
- g) Annual Target
- h) Internal Budget Code
- i) Unit Cost
- j) Justification for Unit Cost
- k) Government Budget Code

#### **2.1.1.4 M& E Plan (5 Years)**

The purpose of this NDA Strategic M&E plan, developed by the Planning and Business Development Unit, is to assist the NDA and stakeholders to systematically monitor the performance of the Drug Authority and measure the progress over the next five (5) years towards achieving the objectives of the NDA Strategic Plan. The plan establishes a single, harmonized monitoring and evaluation platform around which the Planning and Business Development and stakeholders can coordinate and contribute to in developing a strong, effective M&E system that enhances understanding and decision-making in the Drug Authority.

The plan comprises CPI, KPI's and OPI's developed through a consultative and participatory process led by the Business Planning and Development Unit. The system records the M& E Plan for 5 years. The stakeholders can view/extract the M & E plan from the system.

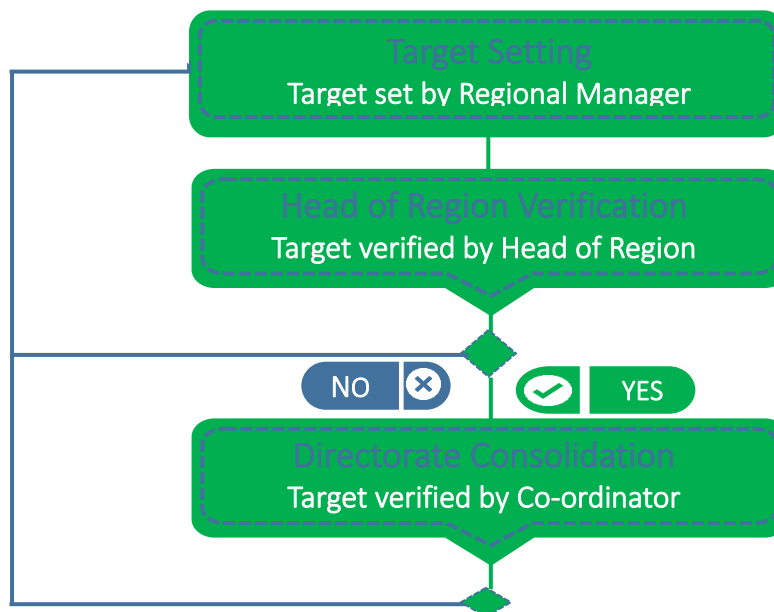
#### **2.1.1.5 M & E Framework (5 Year)**

The following Details makes an M & E Framework:

- a) Focus Area
- b) Strategic Objective
- c) Health Regulatory Outcome
- d) Performance indicator
- e) Type of Indicator
- f) Indicator Formulae
- g) Indicator Definition
- h) Original Baseline (FY 19-20 Performance)
- i) Indicator classification
- j) Data Type
- k) Unit of measure
- l) Frequency of Reporting
- m) Annualized Targets for five years
- n) Means of Verification
- o) Responsibility



## 2.1.2 Work Plan Target Collection from Region (Year before)



### 2.1.2.1 Regional Manager Target Setting

The Regional Manager can set the quarterly targets against the annual target set by the department coordinator and submit to head of regions for verification.

| Field                         | Field Type                                | M/O | Additional Remarks                                 |
|-------------------------------|---|-----|--|
| <b>Strategic Objective</b>    | Extracted from Annual Implementation Plan | M   |  |
| <b>Strategic Intervention</b> | Extracted from Annual Implementation Plan | M   |  |
| <b>Strategic Action</b>       | Extracted from Annual Implementation Plan | M   |  |
| <b>Activity / Initiative</b>  | Extracted from Annual Implementation Plan | M   |  |
| <b>Output Indicators</b>      | Extracted from Annual Implementation Plan | M   |  |
| <b>Baseline</b>               | Extracted from Previous Performance       | M   | This will be blank for first year                  |
| <b>Budget Code</b>            | Extracted from Annual Implementation Plan | M   |  |
| <b>Unit Cost</b>              | Extracted from Annual Implementation Plan | M   | System will pop up the justification for unit cost |
| <b>Q1 Target</b>              | User Entry. Number Field                  | M   |  |
| <b>Q1 Budget</b>              | System Generated                          | M   | Unit Cost x Q1 Target                              |
| <b>Q2 Target</b>              | User Entry. Number Field                  | M   |  |
| <b>Q2 Budget</b>              | System Generated                          | M   | Unit Cost x Q2 Target                              |

|                           |                          |   |                                |
|---------------------------|--------------------------|---|--------------------------------|
| <b>Q3 Target</b>          | User Entry. Number Field | M |                                |
| <b>Q3 Budget</b>          | System Generated         | M | Unit Cost x Q3 Target          |
| <b>Q4 Target</b>          | User Entry. Number Field | M |                                |
| <b>Q4 Budget</b>          | System Generated         | M | Unit Cost x Q4 Target          |
| <b>Comparative Target</b> | System Generated         | M | Add all quarterly targets      |
| <b>Budget Amount</b>      | System Generated         | M | Unit Cost x Comparative Target |

### 2.1.2.2 Head of Region Verification

Head of region can verify and approve/reject the work plan submitted by the region. Once rejected the work plan will move to the Regional Manager to update and resubmit again.

| Field                         | Field Type                                | M/O | Additional Remarks                                 |
|-------------------------------|---|-----|--|
| <b>Strategic Objective</b>    | Extracted from Annual Implementation Plan | M   |  |
| <b>Strategic Intervention</b> | Extracted from Annual Implementation Plan | M   |  |
| <b>Strategic Action</b>       | Extracted from Annual Implementation Plan | M   |  |
| <b>Activity / Initiative</b>  | Extracted from Annual Implementation Plan | M   |  |
| <b>Output Indicators</b>      | Extracted from Annual Implementation Plan | M   |  |
| <b>Baseline</b>               | Extracted from Previous Performance       | M   | This will be blank for first year                  |
| <b>Budget Code</b>            | Extracted from Annual Implementation Plan | M   |  |
| <b>Unit Cost</b>              | Extracted from Annual Implementation Plan | M   | System will pop up the justification for unit cost |
| <b>Q1 Target</b>              | Load from the input from regional manger  | M   |  |
| <b>Q1 Budget</b>              | System Generated                          | M   | Unit Cost x Q1 Target                              |
| <b>Q2 Target</b>              | Load from the input from regional manger  | M   |  |
| <b>Q2 Budget</b>              | System Generated                          | M   | Unit Cost x Q2 Target                              |
| <b>Q3 Target</b>              | Load from the input from regional manger  | M   |  |
| <b>Q3 Budget</b>              | System Generated                          | M   | Unit Cost x Q3 Target                              |
| <b>Q4 Target</b>              | Load from the input from regional manger  | M   |  |
| <b>Q4 Budget</b>              | System Generated                          | M   | Unit Cost x Q4 Target                              |
| <b>Comparative Target</b>     | System Generated                          | M   | Add all quarterly targets                          |
| <b>Budget Amount</b>          | System Generated                          | M   | Unit Cost x Comparative                            |

|                |                          |   | Target   |
|----------------|--------------------------|---|--|
| <b>Action</b>  | Dropdown (Verify/Reject) | M | The action will be applicable for the selected workplan  |
| <b>Comment</b> | User Entry. Text Field   | O | The comment will be applicable for the selected workplan. Comment will be mandatory once rejected. Max. characters is 500. |

### 2.1.2.3 Director Level Consolidation

M & E Coordinator can review the work plan verified by Head of Region.

| Field                         | Field Type                                | M/O | Additional Remarks                                 |
|-------------------------------|---|-----|--|
| <b>Strategic Objective</b>    | Extracted from Annual Implementation Plan | M   |  |
| <b>Strategic Intervention</b> | Extracted from Annual Implementation Plan | M   |  |
| <b>Strategic Action</b>       | Extracted from Annual Implementation Plan | M   |  |
| <b>Activity / Initiative</b>  | Extracted from Annual Implementation Plan | M   |  |
| <b>Output Indicators</b>      | Extracted from Annual Implementation Plan | M   |  |
| <b>Baseline</b>               | Extracted from Previous Performance       | M   | This will be blank for first year                  |
| <b>Budget Code</b>            | Extracted from Annual Implementation Plan | M   |  |
| <b>Unit Cost</b>              | Extracted from Annual Implementation Plan | M   | System will pop up the justification for unit cost |
| <b>Q1 Target</b>              | Load from the input from regional manger  | M   |  |
| <b>Q1 Budget</b>              | System Generated                          | M   | Unit Cost x Q1 Target                              |
| <b>Q2 Target</b>              | Load from the input from regional manger  | M   |  |
| <b>Q2 Budget</b>              | System Generated                          | M   | Unit Cost x Q2 Target                              |
| <b>Q3 Target</b>              | Load from the input from regional manger  | M   |  |
| <b>Q3 Budget</b>              | System Generated                          | M   | Unit Cost x Q3 Target                              |
| <b>Q4 Target</b>              | Load from the input from regional manger  | M   |  |
| <b>Q4 Budget</b>              | System Generated                          | M   | Unit Cost x Q4 Target                              |
| <b>Comparative Target</b>     | System Generated                          | M   | Add all quarterly targets                          |

|                      |                          |   |  |
|----------------------|--------------------------|---|--|
| <b>Budget Amount</b> | System Generated         | M | Unit Cost x Comparative Target   |
| <b>Action</b>        | Dropdown (Verify/Reject) | M | The action will be applicable for the selected workplan  |
| <b>Comment</b>       | User Entry. Text Field   | O | The comment will be applicable for the selected workplan. Comment will be mandatory once rejected. Max. characters is 500. |

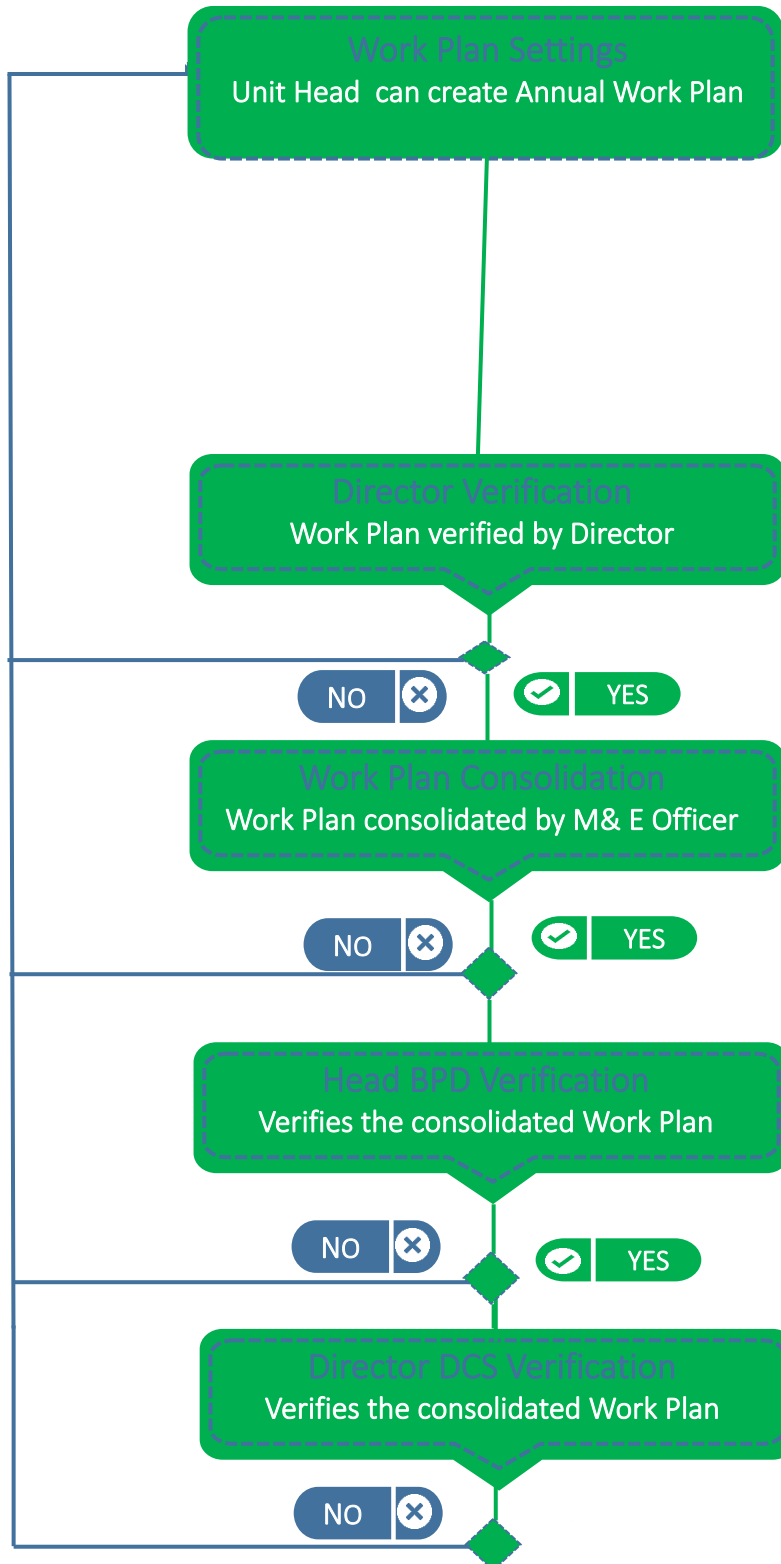
### 2.1.3 The 5 Year Annualized Implementation Plan

The 5 Year Annualized Implementation plan is extracted by the system from the strategic plan. This can be viewed/ printed by the stakeholders. It contains the following fields:

- a) Focus Area
- b) Strategic Objective
- c) Strategic Intervention
- d) Strategic Action
- e) Activities
- f) Output Indicators
- g) Output Targets
- h) Annual Target for 5 Years
- i) Means of Verification
- j) Responsible Party

## 2.1.4 Detailed Annual Work Plan

The annual work plan will be generated from the 5 Year Annualized Implementation Plan. The department can add the comparative annual targets to the 5-year target, quarterly targets and budget information in the work plan and forward for various levels of approvals. Head of department, unit / Director can add additional activities if any.



### 2.1.4.1 Department / Unit Work Plan Setting

The Department / Unit Coordinator creates the work plan from the Annual Implementation Plan. The department coordinator inputs the quarterly targets and budget and forward for approval. Department / Unit coordinator can add additional activities if any. The Identified risk management further actions can be added by department coordinator. It can be picked using the budget code in risk register and budget code in activity framework.

| Field                         | Field Type                                    | M/O | Additional Remarks   |
|-------------------------------|---|-----|--|
| <b>Focus Area</b>             | Extracted from Annual Implementation Plan     | M   |  |
| <b>Strategic Objective</b>    | Extracted from Annual Implementation Plan     | M   |  |
| <b>Strategic Intervention</b> | Extracted from Annual Implementation Plan     | M   |  |
| <b>Strategic Action</b>       | Extracted from Annual Implementation Plan     | M   |  |
| <b>Activity / Initiative</b>  | Extracted from Annual Implementation Plan     | M   |  |
| <b>Output Indicators</b>      | Extracted from Annual Implementation Plan     | M   |  |
| <b>Baseline</b>               | Extracted from Previous Performance           | M   | This will be blank for first year  |
| <b>Annual Target</b>          | Extracted from the 5 Year Implementation Plan | M   |  |
| <b>Budget Code</b>            | Extracted from Annual Implementation Plan     | M   |  |
| <b>Unit Cost</b>              | Extracted from Annual Implementation Plan     | M   | System will pop up the justification for unit cost                                 |
| <b>Q1 Output Target</b>       | User Entry. Text Field                        | M   |  |
| <b>Q1 Budget</b>              | System Generated                              | M   | Unit Cost x Q1 Target  |
| <b>Q2 Output Target</b>       | User Entry. Text Field                        | M   |  |
| <b>Q2 Budget</b>              | System Generated                              | M   | Unit Cost x Q2 Target  |
| <b>Q3 Output Target</b>       | User Entry. Text Field                        | M   |  |
| <b>Q3 Budget</b>              | System Generated                              | M   | Unit Cost x Q3 Target  |
| <b>Q4 Output Target</b>       | User Entry. Text Field                        | M   |  |
| <b>Q4 Budget</b>              | System Generated                              | M   | Unit Cost x Q4 Target  |
| <b>Comparative Target</b>     | System Generated                              | M   | Add all quarterly targets  |
| <b>Justification</b>          | User Entry. Text Field                        | O   | Justification is mandatory when comparative target is different from annual target |

|               |                  |   |                                |
|---------------|------------------|---|--------------------------------|
| Budget Amount | System Generated | M | Unit Cost x Comparative Target |
|---------------|------------------|---|--------------------------------|

#### 2.1.4.2 Department / Unit Work Plan Verification by HOD

The Head of Department / Unit verifies the work plan and approve/reject. On rejection the work plan will be sent back to the Department / Unit Coordinator to update and submit again.

| Field                  | Field Type   | M/O | Additional Remarks                                 |
|------------------------|--|-----|--|
| Focus Area             | Extracted from Annual Implementation Plan            | M   |  |
| Strategic Objective    | Extracted from Annual Implementation Plan            | M   |  |
| Strategic Intervention | Extracted from Annual Implementation Plan            | M   |  |
| Strategic Action       | Extracted from Annual Implementation Plan            | M   |  |
| Activity / Initiative  | Extracted from Annual Implementation Plan            | M   |  |
| Output Indicators      | Extracted from Annual Implementation Plan            | M   |  |
| Baseline               | Extracted from Previous Performance                  | M   | This will be blank for first year                  |
| Annual Target          | Extracted from the 5 Year Implementation Plan        | M   |  |
| Budget Code            | Extracted from Annual Implementation Plan            | M   |  |
| Unit Cost              | Extracted from Annual Implementation Plan            | M   | System will pop up the justification for unit cost |
| Q1 Output Target       | Load from Work Plan by Department / Unit Coordinator | M   |  |
| Q1 Budget              | System Generated                                     | M   | Unit Cost x Q1 Target                              |
| Q2 Output Target       | Load from Work Plan by Department / Unit Coordinator | M   |  |
| Q2 Budget              | System Generated                                     | M   | Unit Cost x Q2 Target                              |
| Q3 Output Target       | Load from Work Plan by Department / Unit Coordinator | M   |  |
| Q3 Budget              | System Generated                                     | M   | Unit Cost x Q3 Target                              |
| Q4 Output Target       | Load from Work Plan by Department / Unit Coordinator | M   |  |

|                           |  |   |  |
|---------------------------|--|---|--|
|                           | Coordinator  |   |  |
| <b>Q4 Budget</b>          | System Generated                                     | M | Unit Cost x Q4 Target  |
| <b>Comparative Target</b> | System Generated                                     | M | Add all quarterly targets  |
| <b>Justification</b>      | Load from Work Plan by Department / Unit Coordinator | O | Justification is mandatory when comparative target is different from annual target   |
| <b>Budget Amount</b>      | System Generated                                     | M | Unit Cost x Comparative Target   |
| <b>Action</b>             | Dropdown (Verified / Reject)                         | M | The action will be applicable for the selected workplan  |
| <b>Comment</b>            | User Entry. Text Field                               | O | The comment will be applicable for the selected workplan. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.1.4.3 Department / Unit Work Plan Verification by Director

The Director for the Department / Unit verifies the work plan and approve/reject. On rejection the work plan will be send back to the Department / Unit Coordinator to update and submit again.

| Field                         | Field Type                                    | M/O | Additional Remarks                                 |
|-------------------------------|---|-----|--|
| <b>Focus Area</b>             | Extracted from Annual Implementation Plan     | M   |  |
| <b>Strategic Objective</b>    | Extracted from Annual Implementation Plan     | M   |  |
| <b>Strategic Intervention</b> | Extracted from Annual Implementation Plan     | M   |  |
| <b>Strategic Action</b>       | Extracted from Annual Implementation Plan     | M   |  |
| <b>Activity / Initiative</b>  | Extracted from Annual Implementation Plan     | M   |  |
| <b>Output Indicators</b>      | Extracted from Annual Implementation Plan     | M   |  |
| <b>Baseline</b>               | Extracted from Previous Performance           | M   | This will be blank for first year                  |
| <b>Annual Target</b>          | Extracted from the 5 Year Implementation Plan | M   |  |
| <b>Budget Code</b>            | Extracted from Annual Implementation Plan     | M   |  |
| <b>Unit Cost</b>              | Extracted from Annual Implementation Plan     | M   | System will pop up the justification for unit cost |



|                           |  |   |  |
|---------------------------|--|---|--|
| <b>Q1 Output Target</b>   | Load from Work Plan by Department / Unit Coordinator | M |  |
| <b>Q1 Budget</b>          | System Generated                                     | M | Unit Cost x Q1 Target  |
| <b>Q2 Output Target</b>   | Load from Work Plan by Department / Unit Coordinator | M |  |
| <b>Q2 Budget</b>          | System Generated                                     | M | Unit Cost x Q2 Target  |
| <b>Q3 Output Target</b>   | Load from Work Plan by Department / Unit Coordinator | M |  |
| <b>Q3 Budget</b>          | System Generated                                     | M | Unit Cost x Q3 Target  |
| <b>Q4 Output Target</b>   | Load from Work Plan by Department / Unit Coordinator | M |  |
| <b>Q4 Budget</b>          | System Generated                                     | M | Unit Cost x Q4 Target  |
| <b>Comparative Target</b> | System Generated                                     | M | Add all quarterly targets  |
| <b>Justification</b>      | Load from Work Plan by Department / Unit Coordinator | O | Justification is mandatory when comparative target is different from annual target   |
| <b>Budget Amount</b>      | System Generated                                     | M | Unit Cost x Comparative Target   |
| <b>Action</b>             | Dropdown (Verified / Reject)                         | M | The action will be applicable for the selected workplan  |
| <b>Comment</b>            | User Entry. Text Field                               | O | The comment will be applicable for the selected workplan. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.1.4.4 Work Plan Consolidation by M&E Officer

The M& E Officer verifies the work plan and consolidates work plan from various directorates/departments. For modifications M & E Officer can send it back to the Department / Unit Coordinator.

| Field                      | Field Type                                | M/O | Additional Remarks |
|----------------------------|---|-----|--------------------|
| <b>Focus Area</b>          | Extracted from Annual Implementation Plan | M   |                    |
| <b>Strategic Objective</b> | Extracted from Annual Implementation Plan | M   |                    |

|                               |  |   |  |
|-------------------------------|--|---|--|
| <b>Strategic Intervention</b> | Extracted from Annual Implementation Plan            | M |  |
| <b>Strategic Action</b>       | Extracted from Annual Implementation Plan            | M |  |
| <b>Activity / Initiative</b>  | Extracted from Annual Implementation Plan            | M |  |
| <b>Output Indicators</b>      | Extracted from Annual Implementation Plan            | M |  |
| <b>Baseline</b>               | Extracted from Previous Performance                  | M | This will be blank for first year  |
| <b>Annual Target</b>          | Extracted from the 5 Year Implementation Plan        | M |  |
| <b>Budget Code</b>            | Extracted from Annual Implementation Plan            | M |  |
| <b>Unit Cost</b>              | Extracted from Annual Implementation Plan            | M | System will pop up the justification for unit cost                                 |
| <b>Q1 Output Target</b>       | Load from Work Plan by Department / Unit Coordinator | M |  |
| <b>Q1 Budget</b>              | System Generated                                     | M | Unit Cost x Q1 Target  |
| <b>Q2 Output Target</b>       | Load from Work Plan by Department / Unit Coordinator | M |  |
| <b>Q2 Budget</b>              | System Generated                                     | M | Unit Cost x Q2 Target  |
| <b>Q3 Output Target</b>       | Load from Work Plan by Department / Unit Coordinator | M |  |
| <b>Q3 Budget</b>              | System Generated                                     | M | Unit Cost x Q3 Target  |
| <b>Q4 Output Target</b>       | Load from Work Plan by Department / Unit Coordinator | M |  |
| <b>Q4 Budget</b>              | System Generated                                     | M | Unit Cost x Q4 Target  |
| <b>Comparative Target</b>     | System Generated                                     | M | Add all quarterly targets  |
| <b>Justification</b>          | Load from Work Plan by Department / Unit Coordinator | O | Justification is mandatory when comparative target is different from annual target |
| <b>Budget Amount</b>          | System Generated                                     | M | Unit Cost x Comparative Target   |
| <b>Action</b>                 | Dropdown (Verified / Reject)                         | M | The action will be applicable for the selected workplan                            |
| <b>Comment</b>                | User Entry. Text Field                               | O | The comment will be  |

|  |  |  |  |
|--|--|--|--|
|  |  |  | applicable for the selected workplan. Comment will be mandatory once rejected. Max. characters is 500. |
|--|--|--|--|

#### 2.1.4.5 Work Plan Verification by Head of BPD

The Head of BPD verifies the work plan and approve/reject. On rejection the work plan will be send back to the Department / Unit Coordinator to update and submit again.

| Field                         | Field Type   | M/O | Additional Remarks                                 |
|-------------------------------|--|-----|--|
| <b>Focus Area</b>             | Extracted from Annual Implementation Plan            | M   |  |
| <b>Strategic Objective</b>    | Extracted from Annual Implementation Plan            | M   |  |
| <b>Strategic Intervention</b> | Extracted from Annual Implementation Plan            | M   |  |
| <b>Strategic Action</b>       | Extracted from Annual Implementation Plan            | M   |  |
| <b>Activity / Initiative</b>  | Extracted from Annual Implementation Plan            | M   |  |
| <b>Output Indicators</b>      | Extracted from Annual Implementation Plan            | M   |  |
| <b>Baseline</b>               | Extracted from Previous Performance                  | M   | This will be blank for first year                  |
| <b>Annual Target</b>          | Extracted from the 5 Year Implementation Plan        | M   |  |
| <b>Budget Code</b>            | Extracted from Annual Implementation Plan            | M   |  |
| <b>Unit Cost</b>              | Extracted from Annual Implementation Plan            | M   | System will pop up the justification for unit cost |
| <b>Q1 Output Target</b>       | Load from Work Plan by Department / Unit Coordinator | M   |  |
| <b>Q1 Budget</b>              | System Generated                                     | M   | Unit Cost x Q1 Target                              |
| <b>Q2 Output Target</b>       | Load from Work Plan by Department / Unit Coordinator | M   |  |
| <b>Q2 Budget</b>              | System Generated                                     | M   | Unit Cost x Q2 Target                              |
| <b>Q3 Output Target</b>       | Load from Work Plan by Department / Unit Coordinator | M   |  |
| <b>Q3 Budget</b>              | System Generated                                     | M   | Unit Cost x Q3 Target                              |
| <b>Q4 Output Target</b>       | Load from Work Plan by                               | M   |  |

|                           |  |   |  |
|---------------------------|--|---|--|
|                           | Department / Unit Coordinator                        |   |  |
| <b>Q4 Budget</b>          | System Generated                                     | M | Unit Cost x Q4 Target  |
| <b>Comparative Target</b> | System Generated                                     | M | Add all quarterly targets  |
| <b>Justification</b>      | Load from Work Plan by Department / Unit Coordinator | O | Justification is mandatory when comparative target is different from annual target   |
| <b>Budget Amount</b>      | System Generated                                     | M | Unit Cost x Comparative Target   |
| <b>Action</b>             | Dropdown (Verified / Reject)                         | M | The action will be applicable for the selected workplan  |
| <b>Comment</b>            | User Entry. Text Field                               | O | The comment will be applicable for the selected workplan. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.1.4.6 Work Plan Approval by Director (DCS)

The Director (DCS) verifies the work plan and approve/reject. On rejection the work plan will be send back to the Department / Unit Coordinator to update and submit again.

| Field                         | Field Type                                    | M/O | Additional Remarks                |
|-------------------------------|---|-----|-----------------------------------|
| <b>Focus Area</b>             | Extracted from Annual Implementation Plan     | M   |                                   |
| <b>Strategic Objective</b>    | Extracted from Annual Implementation Plan     | M   |                                   |
| <b>Strategic Intervention</b> | Extracted from Annual Implementation Plan     | M   |                                   |
| <b>Strategic Action</b>       | Extracted from Annual Implementation Plan     | M   |                                   |
| <b>Activity / Initiative</b>  | Extracted from Annual Implementation Plan     | M   |                                   |
| <b>Output Indicators</b>      | Extracted from Annual Implementation Plan     | M   |                                   |
| <b>Baseline</b>               | Extracted from Previous Performance           | M   | This will be blank for first year |
| <b>Annual Target</b>          | Extracted from the 5 Year Implementation Plan | M   |                                   |
| <b>Budget Code</b>            | Extracted from Annual Implementation Plan     | M   |                                   |

|                           |  |   |  |
|---------------------------|--|---|--|
| <b>Unit Cost</b>          | Extracted from Annual Implementation Plan            | M | System will pop up the justification for unit cost   |
| <b>Q1 Output Target</b>   | Load from Work Plan by Department / Unit Coordinator | M |  |
| <b>Q1 Budget</b>          | System Generated                                     | M | Unit Cost x Q1 Target  |
| <b>Q2 Output Target</b>   | Load from Work Plan by Department / Unit Coordinator | M |  |
| <b>Q2 Budget</b>          | System Generated                                     | M | Unit Cost x Q2 Target  |
| <b>Q3 Output Target</b>   | Load from Work Plan by Department / Unit Coordinator | M |  |
| <b>Q3 Budget</b>          | System Generated                                     | M | Unit Cost x Q3 Target  |
| <b>Q4 Output Target</b>   | Load from Work Plan by Department / Unit Coordinator | M |  |
| <b>Q4 Budget</b>          | System Generated                                     | M | Unit Cost x Q4 Target  |
| <b>Comparative Target</b> | System Generated                                     | M | Add all quarterly targets  |
| <b>Justification</b>      | Load from Work Plan by Department / Unit Coordinator | O | Justification is mandatory when comparative target is different from annual target   |
| <b>Budget Amount</b>      | System Generated                                     | M | Unit Cost x Comparative Target   |
| <b>Action</b>             | Dropdown (Verified / Reject)                         | M | The action will be applicable for the selected workplan  |
| <b>Comment</b>            | User Entry. Text Field                               | O | The comment will be applicable for the selected workplan. Comment will be mandatory once rejected. Max. characters is 500. |

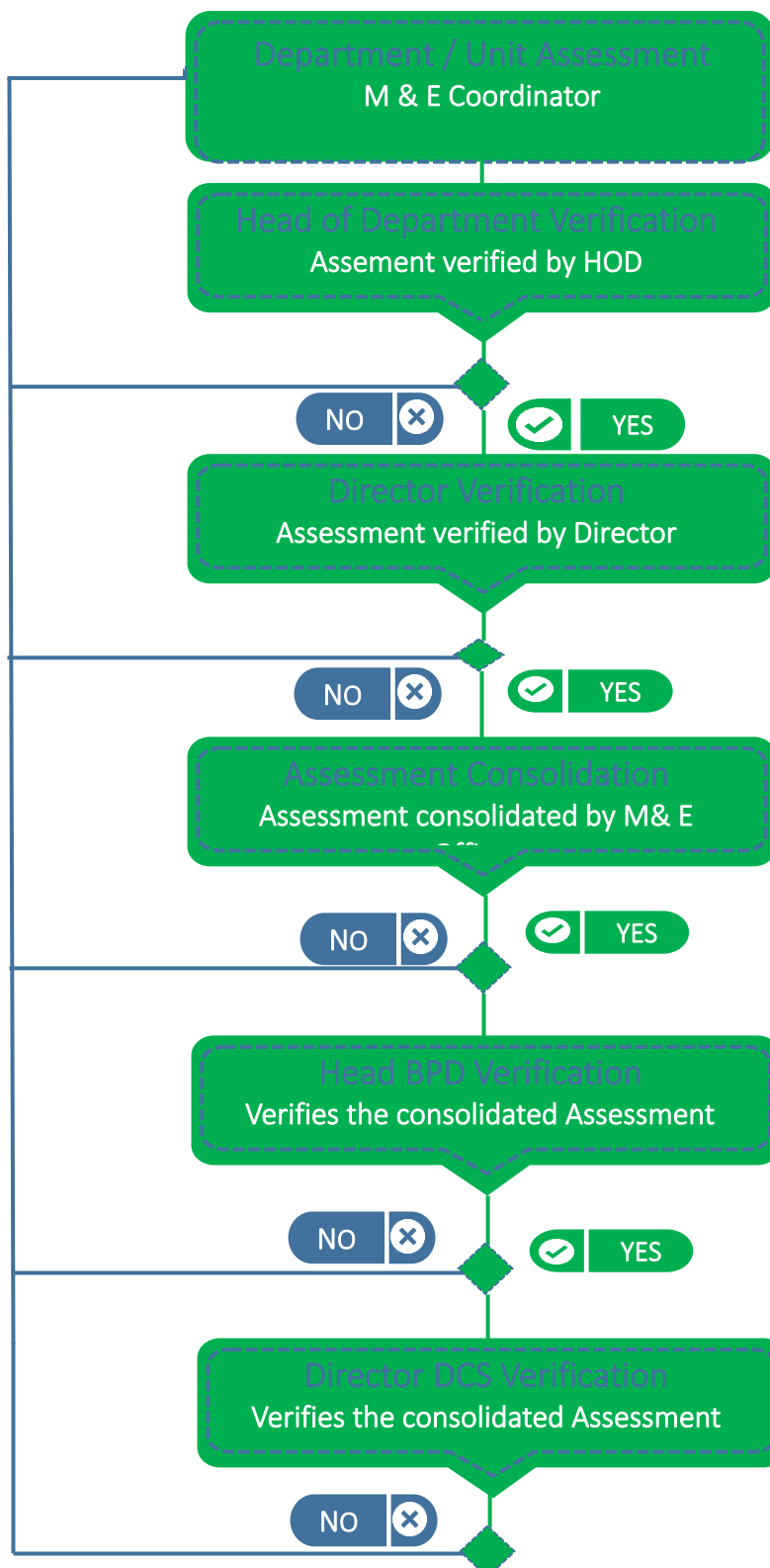
#### 2.1.4.7 Planning Module Reports

- Strategic Plan
- 5-year Annualized Implementation Plan
- Quarterly & Annual Work Plan (Filter By Directorate/ Department / Unit/Unit)
- M & E Plan (5 Years)
- M & E Annual Plan

## 2.2 M & E Module

### 2.2.1 Activity Framework Assessment (Quarterly)

Activity Framework Assessment is based on the Annual Work Plan. All responsible departments capture the actual achieved details and actual amount spent for their activities on quarterly basis. The implementation status for each activity will be captured on annual basis.



### 2.2.1.1 Department / Unit Assessment

The M & E Coordinator capture the actual achievements, actual amount spent and justification on quarterly basis.

| Field                  | Field Type   | M/O | Additional Remarks     |
|------------------------|--|-----|------------------------|
| Strategic Intervention | Load from Work Plan  | M   |                        |
| Strategic Action       | Load from Work Plan  | M   |                        |
| Activity / Initiative  | Load from Work Plan  | M   |                        |
| Output Indicators      | Load from Work Plan  | M   |                        |
| Annual Target          | Load from Work Plan  | M   |                        |
| Comparative Target     | Load from Work Plan  | M   |                        |
| Budget Code            | Load from Work Plan  | M   |                        |
| Annual Budget          | Load from Work Plan  | M   |                        |
| Comparative Target     | Load from Work Plan  | M   |                        |
| Justification          | Load from Work Plan  | O   |                        |
| Q1 Target              | Load from Work Plan  | M   |                        |
| Q1 Budget              | Load from Work Plan  | M   |                        |
| Q1 Actual              | User Entry. Numeric Field  | M   |                        |
| Q1 Amount Spent        | User Entry. Number Field   | M   |                        |
| Q1 Justification       | User Entry. Text Field   | M   | Max. character is 500. |
| Q2 Target              | Load from Work Plan  | M   |                        |
| Q2 Budget              | Load from Work Plan  | M   |                        |
| Q2 Actual              | User Entry. Numeric Field  | M   |                        |
| Q2 Amount Spent        | User Entry. Number Field   | M   |                        |
| Q2 Justification       | User Entry. Text Field   | M   | Max. character is 500. |
| Q3 Target              | Load from Work Plan  | M   |                        |
| Q3 Budget              | Load from Work Plan  | M   |                        |
| Q3 Actual              | User Entry. Numeric Field  | M   |                        |
| Q3 Amount Spent        | User Entry. Number Field   | M   |                        |
| Q3 Justification       | User Entry. Text Field   | M   | Max. character is 500. |
| Q4 Target              | Load from Work Plan  | M   |                        |
| Q4 Budget              | Load from Work Plan  | M   |                        |
| Q4 Actual              | User Entry. Numeric Field  | M   |                        |
| Q4 Amount Spent        | User Entry. Number Field   | M   |                        |
| Q4 Justification       | User Entry. Text Field   | M   | Max. character is 500. |
| Annual Achievement     | User Entry. Text Field   | M   |                        |
| Total Amount Spent     | User Entry. Number Field   | M   |                        |
| Implementation Status  | Dropdown (Fully Implemented / Partially Implemented / Not Implemented) | M   |                        |
| Justification          | User Entry. Text Field   | M   | Max. character is 500. |



### 2.2.1.2 Department / Unit Assessment Verification by HOD

The Head of Department / Unit verifies the assessment submitted by M & E Coordinator and forwards to Director. On rejection the assessment will be send back to the M & E Coordinator to update and submit again.

| Field                  | Field Type                             | M/O | Additional Remarks                |
|------------------------|--|-----|-----------------------------------|
| Focus Area             | Load from Work Plan                    | M   |                                   |
| Strategic Objective    | Load from Work Plan                    | M   |                                   |
| Strategic Intervention | Load from Work Plan                    | M   |                                   |
| Strategic Action       | Load from Work Plan                    | M   |                                   |
| Activity / Initiative  | Load from Work Plan                    | M   |                                   |
| Output Indicators      | Load from Work Plan                    | M   |                                   |
| Baseline               | Load from Work Plan                    | M   | This will be blank for first year |
| Annual Target          | Load from Work Plan                    | M   | Can be modified by department     |
| Comparative Target     | Load from Work Plan                    | M   |                                   |
| Budget Code            | Load from Work Plan                    | M   |                                   |
| Annual Budget          | Load from Work Plan                    | M   |                                   |
| Q1 Target              | Load from Work Plan                    | M   |                                   |
| Q1 Budget              | Load from Work Plan                    | M   |                                   |
| Q1 Actual              | Load from Department / Unit Assessment | M   |                                   |
| Q1 Amount Spent        | Load from Department / Unit Assessment | M   |                                   |
| Comparative Target     | Load from Work Plan                    | M   |                                   |
| Justification          | Load from Work Plan                    | O   |                                   |
| Q1 Justification       | Load from Department / Unit Assessment | M   |                                   |
| Q2 Target              | Load from Work Plan                    | M   |                                   |
| Q2 Budget              | Load from Work Plan                    | M   |                                   |
| Q2 Actual              | Load from Department / Unit Assessment | M   |                                   |
| Q2 Amount Spent        | Load from Department / Unit Assessment | M   |                                   |
| Q2 Justification       | Load from Department / Unit Assessment | M   |                                   |
| Q3 Target              | Load from Work Plan                    | M   |                                   |
| Q3 Budget              | Load from Work Plan                    | M   |                                   |
| Q3 Actual              | Load from Department / Unit Assessment | M   |                                   |
| Q3 Amount Spent        | Load from Department / Unit Assessment | M   |                                   |

|                              |  |   |  |
|------------------------------|--|---|--|
| <b>Q3 Justification</b>      | Load from Department / Unit Assessment | M |  |
| <b>Q4 Target</b>             | Load from Work Plan                    | M |  |
| <b>Q4 Budget</b>             | Load from Work Plan                    | M |  |
| <b>Q4 Actual</b>             | Load from Department / Unit Assessment | M |  |
| <b>Q4 Amount Spent</b>       | Load from Department / Unit Assessment | M |  |
| <b>Q4 Justification</b>      | Load from Department / Unit Assessment | M |  |
| <b>Annual Achievement</b>    | Load from Department / Unit Assessment | M |  |
| <b>Total Amount Spent</b>    | Load from Department / Unit Assessment | M |  |
| <b>Implementation Status</b> | Load from Department / Unit Assessment | M |  |
| <b>Justification</b>         | Load from Department / Unit Assessment | M | Max. character is 500.   |
| <b>Action</b>                | Dropdown (Verified / Reject)           | M | The action will be applicable for the selected records   |
| <b>Comment</b>               | User Entry. Text Field                 | O | The comment will be applicable for the selected records . Comment will be mandatory once rejected. Max. characters is 500. |

### 2.2.1.3 Department / Unit Assessment Verification by Director

The Director verifies the assessment forwarded by Head of Department / Unit and approve/reject. On rejection the assessment will be send back to the M & E Coordinator to update and submit again.

| Field                         | Field Type          | M/O | Additional Remarks                |
|-------------------------------|---------------------|-----|-----------------------------------|
| <b>Focus Area</b>             | Load from Work Plan | M   |                                   |
| <b>Strategic Objective</b>    | Load from Work Plan | M   |                                   |
| <b>Strategic Intervention</b> | Load from Work Plan | M   |                                   |
| <b>Strategic Action</b>       | Load from Work Plan | M   |                                   |
| <b>Output Indicators</b>      | Load from Work Plan | M   |                                   |
| <b>Baseline</b>               | Load from Work Plan | M   | This will be blank for first year |
| <b>Annual Target</b>          | Load from Work Plan | M   | Can be modified by department     |
| <b>Budget Code</b>            | Load from Work Plan | M   |                                   |
| <b>Annual Budget</b>          | Load from Work Plan | M   |                                   |

|                              |   |   |                               |
|------------------------------|---|---|-------------------------------|
| <b>Comparative Target</b>    | Load from Work Plan                       | M |                               |
| <b>Justification</b>         | Load from Work Plan                       | O |                               |
| <b>Q1 Target</b>             | Load from Work Plan                       | M |                               |
| <b>Q1 Budget</b>             | Load from Work Plan                       | M |                               |
| <b>Q1 Actual</b>             | Load from Department /<br>Unit Assessment | M |                               |
| <b>Q1 Amount Spent</b>       | Load from Department /<br>Unit Assessment | M |                               |
| <b>Q1 Justification</b>      | Load from Department /<br>Unit Assessment | M |                               |
| <b>Q2 Target</b>             | Load from Work Plan                       | M |                               |
| <b>Q2 Budget</b>             | Load from Work Plan                       | M |                               |
| <b>Q2 Actual</b>             | Load from Department /<br>Unit Assessment | M |                               |
| <b>Q2 Amount Spent</b>       | Load from Department /<br>Unit Assessment | M |                               |
| <b>Q2 Justification</b>      | Load from Department /<br>Unit Assessment | M |                               |
| <b>Q3 Target</b>             | Load from Work Plan                       | M |                               |
| <b>Q3 Budget</b>             | Load from Work Plan                       | M |                               |
| <b>Q3 Actual</b>             | Load from Department /<br>Unit Assessment | M |                               |
| <b>Q3 Amount Spent</b>       | Load from Department /<br>Unit Assessment | M |                               |
| <b>Q3 Justification</b>      | Load from Department /<br>Unit Assessment | M |                               |
| <b>Q4 Target</b>             | Load from Work Plan                       | M |                               |
| <b>Q4 Budget</b>             | Load from Work Plan                       | M |                               |
| <b>Q4 Actual</b>             | Load from Department /<br>Unit Assessment | M |                               |
| <b>Q4 Amount Spent</b>       | Load from Department /<br>Unit Assessment | M |                               |
| <b>Q4 Justification</b>      | Load from Department /<br>Unit Assessment | M |                               |
| <b>Annual Achievement</b>    | Load from Department /<br>Unit Assessment | M |                               |
| <b>Total Amount Spent</b>    | Load from Department /<br>Unit Assessment | M |                               |
| <b>Implementation Status</b> | Load from Department /<br>Unit Assessment | M |                               |
| <b>Justification</b>         | Load from Department /<br>Unit Assessment | M | Max. character is 500.        |
| <b>Action</b>                | Dropdown (Verified /                      | M | The action will be applicable |

|                |                        |   |   |
|----------------|------------------------|---|---|
|                | Reject)                |   | for the selected records.   |
| <b>Comment</b> | User Entry. Text Field | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.2.1.4 Consolidation of Assessment by M&E Officer

The M& E Officer consolidates the assessment verified by Directors of various directorates. On rejection the assessment will be send back to the M & E Coordinator to update and submit again.

| Field                         | Field Type                             | M/O | Additional Remarks                |
|-------------------------------|--|-----|-----------------------------------|
| <b>Focus Area</b>             | Load from Work Plan                    | M   |                                   |
| <b>Strategic Objective</b>    | Load from Work Plan                    | M   |                                   |
| <b>Strategic Intervention</b> | Load from Work Plan                    | M   |                                   |
| <b>Strategic Action</b>       | Load from Work Plan                    | M   |                                   |
| <b>Output Indicators</b>      | Load from Work Plan                    | M   |                                   |
| <b>Baseline</b>               | Load from Work Plan                    | M   | This will be blank for first year |
| <b>Annual Target</b>          | Load from Work Plan                    | M   | Can be modified by department     |
| <b>Budget Code</b>            | Load from Work Plan                    | M   |                                   |
| <b>Annual Budget</b>          | Load from Work Plan                    | M   |                                   |
| <b>Comparative Target</b>     | Load from Work Plan                    | M   |                                   |
| <b>Justification</b>          | Load from Work Plan                    | O   |                                   |
| <b>Q1 Target</b>              | Load from Work Plan                    | M   |                                   |
| <b>Q1 Budget</b>              | Load from Work Plan                    | M   |                                   |
| <b>Q1 Actual</b>              | Load from Department / Unit Assessment | M   |                                   |
| <b>Q1 Amount Spent</b>        | Load from Department / Unit Assessment | M   |                                   |
| <b>Q1 Justification</b>       | Load from Department / Unit Assessment | M   |                                   |
| <b>Q2 Target</b>              | Load from Work Plan                    | M   |                                   |
| <b>Q2 Budget</b>              | Load from Work Plan                    | M   |                                   |
| <b>Q2 Actual</b>              | Load from Department / Unit Assessment | M   |                                   |
| <b>Q2 Amount Spent</b>        | Load from Department / Unit Assessment | M   |                                   |
| <b>Q2 Justification</b>       | Load from Department / Unit Assessment | M   |                                   |
| <b>Q3 Target</b>              | Load from Work Plan                    | M   |                                   |

|                              |  |   |   |
|------------------------------|--|---|---|
| <b>Q3 Budget</b>             | Load from Work Plan                    | M |   |
| <b>Q3 Actual</b>             | Load from Department / Unit Assessment | M |   |
| <b>Q3 Amount Spent</b>       | Load from Department / Unit Assessment | M |   |
| <b>Q3 Justification</b>      | Load from Department / Unit Assessment | M |   |
| <b>Q4 Target</b>             | Load from Work Plan                    | M |   |
| <b>Q4 Budget</b>             | Load from Work Plan                    | M |   |
| <b>Q4 Actual</b>             | Load from Department / Unit Assessment | M |   |
| <b>Q4 Amount Spent</b>       | Load from Department / Unit Assessment | M |   |
| <b>Q4 Justification</b>      | Load from Department / Unit Assessment | M |   |
| <b>Annual Achievement</b>    | Load from Department / Unit Assessment | M |   |
| <b>Total Amount Spent</b>    | Load from Department / Unit Assessment | M |   |
| <b>Implementation Status</b> | Load from Department / Unit Assessment | M |   |
| <b>Justification</b>         | Load from Department / Unit Assessment | M | Max. character is 500.  |
| <b>Action</b>                | Dropdown (Verified / Reject)           | M | The action will be applicable for the selected records.   |
| <b>Comment</b>               | User Entry. Text Field                 | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.2.1.5 Head BPD Verification

The Head BPD verifies the assessment forwarded by M&E Officer and approve/reject. On rejection the assessment will be send back to the M & E Coordinator to update and submit again.

| Field                         | Field Type          | M/O | Additional Remarks                |
|-------------------------------|---------------------|-----|-----------------------------------|
| <b>Focus Area</b>             | Load from Work Plan | M   |                                   |
| <b>Strategic Objective</b>    | Load from Work Plan | M   |                                   |
| <b>Strategic Intervention</b> | Load from Work Plan | M   |                                   |
| <b>Strategic Action</b>       | Load from Work Plan | M   |                                   |
| <b>Output Indicators</b>      | Load from Work Plan | M   |                                   |
| <b>Baseline</b>               | Load from Work Plan | M   | This will be blank for first year |

|                              |  |   |                               |
|------------------------------|--|---|-------------------------------|
| <b>Annual Target</b>         | Load from Work Plan                    | M | Can be modified by department |
| <b>Budget Code</b>           | Load from Work Plan                    | M |                               |
| <b>Annual Budget</b>         | Load from Work Plan                    | M |                               |
| <b>Comparative Target</b>    | Load from Work Plan                    | M |                               |
| <b>Justification</b>         | Load from Work Plan                    | O |                               |
| <b>Q1 Target</b>             | Load from Work Plan                    | M |                               |
| <b>Q1 Budget</b>             | Load from Work Plan                    | M |                               |
| <b>Q1 Actual</b>             | Load from Department / Unit Assessment | M |                               |
| <b>Q1 Amount Spent</b>       | Load from Department / Unit Assessment | M |                               |
| <b>Q1 Justification</b>      | Load from Department / Unit Assessment | M |                               |
| <b>Q2 Target</b>             | Load from Work Plan                    | M |                               |
| <b>Q2 Budget</b>             | Load from Work Plan                    | M |                               |
| <b>Q2 Actual</b>             | Load from Department / Unit Assessment | M |                               |
| <b>Q2 Amount Spent</b>       | Load from Department / Unit Assessment | M |                               |
| <b>Q2 Justification</b>      | Load from Department / Unit Assessment | M |                               |
| <b>Q3 Target</b>             | Load from Work Plan                    | M |                               |
| <b>Q3 Budget</b>             | Load from Work Plan                    | M |                               |
| <b>Q3 Actual</b>             | Load from Department / Unit Assessment | M |                               |
| <b>Q3 Amount Spent</b>       | Load from Department / Unit Assessment | M |                               |
| <b>Q3 Justification</b>      | Load from Department / Unit Assessment | M |                               |
| <b>Q4 Target</b>             | Load from Work Plan                    | M |                               |
| <b>Q4 Budget</b>             | Load from Work Plan                    | M |                               |
| <b>Q4 Actual</b>             | Load from Department / Unit Assessment | M |                               |
| <b>Q4 Amount Spent</b>       | Load from Department / Unit Assessment | M |                               |
| <b>Q4 Justification</b>      | Load from Department / Unit Assessment | M |                               |
| <b>Annual Achievement</b>    | Load from Department / Unit Assessment | M |                               |
| <b>Total Amount Spent</b>    | Load from Department / Unit Assessment | M |                               |
| <b>Implementation Status</b> | Load from Department /                 | M |                               |

|                      |  |   |   |
|----------------------|--|---|---|
|                      | Unit Assessment                        |   |   |
| <b>Justification</b> | Load from Department / Unit Assessment | M | Max. character is 500.  |
| <b>Action</b>        | Dropdown (Verified / Reject)           | M | The action will be applicable for the selected records.   |
| <b>Comment</b>       | User Entry. Text Field                 | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

### 2.2.1.6 Approval by Director (DCS)

The Director (DCS) verifies the assessment forwarded by Head BPD and approve/reject. On rejection the assessment will be send back to the M & E Coordinator to update and submit again.

| Field                         | Field Type                             | M/O | Additional Remarks                |
|-------------------------------|--|-----|-----------------------------------|
| <b>Focus Area</b>             | Load from Work Plan                    | M   |                                   |
| <b>Strategic Objective</b>    | Load from Work Plan                    | M   |                                   |
| <b>Strategic Intervention</b> | Load from Work Plan                    | M   |                                   |
| <b>Strategic Action</b>       | Load from Work Plan                    | M   |                                   |
| <b>Output Indicators</b>      | Load from Work Plan                    | M   |                                   |
| <b>Baseline</b>               | Load from Work Plan                    | M   | This will be blank for first year |
| <b>Annual Target</b>          | Load from Work Plan                    | M   | Can be modified by department     |
| <b>Budget Code</b>            | Load from Work Plan                    | M   |                                   |
| <b>Annual Budget</b>          | Load from Work Plan                    | M   |                                   |
| <b>Comparative Target</b>     | Load from Work Plan                    | M   |                                   |
| <b>Justification</b>          | Load from Work Plan                    | O   |                                   |
| <b>Q1 Target</b>              | Load from Work Plan                    | M   |                                   |
| <b>Q1 Budget</b>              | Load from Work Plan                    | M   |                                   |
| <b>Q1 Actual</b>              | Load from Department / Unit Assessment | M   |                                   |
| <b>Q1 Amount Spent</b>        | Load from Department / Unit Assessment | M   |                                   |
| <b>Q1 Justification</b>       | Load from Department / Unit Assessment | M   |                                   |
| <b>Q2 Target</b>              | Load from Work Plan                    | M   |                                   |
| <b>Q2 Budget</b>              | Load from Work Plan                    | M   |                                   |
| <b>Q2 Actual</b>              | Load from Department / Unit Assessment | M   |                                   |
| <b>Q2 Amount Spent</b>        | Load from Department /                 | M   |                                   |

|                              |  |   |   |
|------------------------------|--|---|---|
|                              | Unit Assessment                        |   |   |
| <b>Q2 Justification</b>      | Load from Department / Unit Assessment | M |   |
| <b>Q3 Target</b>             | Load from Work Plan                    | M |   |
| <b>Q3 Budget</b>             | Load from Work Plan                    | M |   |
| <b>Q3 Actual</b>             | Load from Department / Unit Assessment | M |   |
| <b>Q3 Amount Spent</b>       | Load from Department / Unit Assessment | M |   |
| <b>Q3 Justification</b>      | Load from Department / Unit Assessment | M |   |
| <b>Q4 Target</b>             | Load from Work Plan                    | M |   |
| <b>Q4 Budget</b>             | Load from Work Plan                    | M |   |
| <b>Q4 Actual</b>             | Load from Department / Unit Assessment | M |   |
| <b>Q4 Amount Spent</b>       | Load from Department / Unit Assessment | M |   |
| <b>Q4 Justification</b>      | Load from Department / Unit Assessment | M |   |
| <b>Annual Achievement</b>    | Load from Department / Unit Assessment | M |   |
| <b>Total Amount Spent</b>    | Load from Department / Unit Assessment | M |   |
| <b>Implementation Status</b> | Load from Department / Unit Assessment | M |   |
| <b>Justification</b>         | Load from Department / Unit Assessment | M | Max. character is 500.  |
| <b>Action</b>                | Dropdown (Verified / Reject)           | M | The action will be applicable for the selected records.   |
| <b>Comment</b>               | User Entry. Text Field                 | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

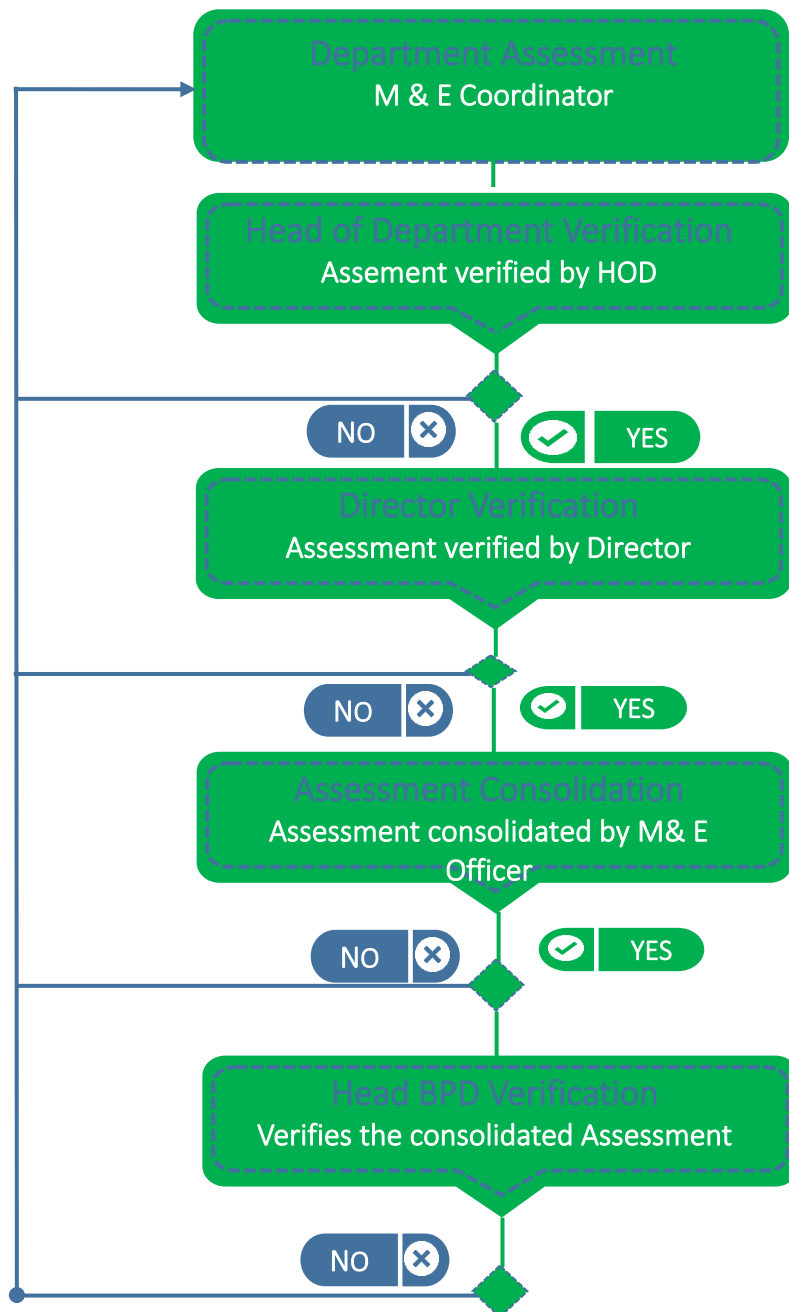


## 2.2.2 SDT Assessment (Monthly/Quarterly)

NDA has established service delivery timelines (SDT) to improve regulatory systems, processes and procedures that guarantee availability of safe, efficacious and quality drugs and health products. All the service Delivery Time lines are subsets of indicator “Proportion of SDT's implemented within the agreed timeline” under Strategic Objective One (1) in the M&E Frame work. The SDT are assessed monthly/quarterly basis. The M & E Coordinator will input the numerator and denominator to find a conclusive achievement from it.

### SDT Relative Evaluation Scale:

| Criteria  | Rating              | Methodology for the weighted score for determining overall performance              | Justification for the methodology  | Needed Action   |
|---|---------------------|---|--|---|
| Actual Performance <= Set Target                              | <b>Green (1)</b>    | If the SDT is within the set target, award a score of 100%                          | People, Processes, Systems, Customers and Cash flow meet the basic or more than the minimum requirements | Sustain the performance   |
| Actual Performance > set target within variance of 10%        | <b>Yellow (0.5)</b> | If SDT is above the set target by not more than 10% variance , award a score of 50% | People, Processes, Systems, Customers and Cash flow fairly meet the basic minimum requirements           | 1) Review the individual transactions to identify outliers,<br>2) Review the entire business process if the actual result of the SDT is above the set target by 10% variance for two consecutive quarters and develop the Action plan for improvement |
| Actual Performance > set target above 10% variance of the SDT | <b>Red (0.25)</b>   | If SDT is above the set target by more than 10% variance, award a score of 25%      | People, Processes, Systems, Customers and Cash flow does not meet the minimum requirements               | 1) Review the entire business process if the actual result of the SDT is above the set target by 5 days for two consecutive quarters and develop the Action plan for improvement and 2) Develop and implement a special purpose project               |



### 2.2.2.1 SDT Master

The system records all 60 Service Delivery Timelines and its measure, evaluation period, target, responsible department, numerator, denominator .

### 2.2.2.2 Department / Unit Data Collection

The M & E Coordinator will select the month of assessment and capture numerator and denominator for each SDT. On Submission it forwards to Head of Department / Unit for Verification.

| Field                             | Field Type       | M/O | Additional Remarks |
|-----------------------------------|------------------|-----|--------------------|
| Service Delivery Timelines (SDTs) | Load from master | M   |                    |
| Measure                           | Load from master | M   |                    |
| Reporting Interval                | Load from master | M   |                    |

|                                    |  |   |  |
|------------------------------------|--|---|--|
| <b>Month</b>                       | Dropdown (Jul – Jun)                           | M | The rates and target changed according to the month  |
| <b>Numerator</b>                   | User Entry. Number Field                       | M | System will load the numerator description from master. User can add Numerator for each month.     |
| <b>Implemented within Timeline</b> | User Entry, Numeric Field                      | M |  |
| <b>Denominator</b>                 | User Entry. Number Field                       | M | System will load the denominator description from master. User can add Denominator for each month. |
| <b>Rate</b>                        | System calculates                              | M | Numerator / Denominator  |
| <b>Proportion within Timeline</b>  | System Generated                               | M | Implemented within Timeline/ Denominator   |
| <b>Target</b>                      | Load from master                               | M |  |
| <b>Achievement Status</b>          | System automatically selects based on the rate | M | Achieved (1.0) /Not Achieved (0.25) /On Track (0.5)  |
| <b>% Variance</b>                  | System Calculates the variance automatically.  | M | (Rate-Target) / Target   |
| <b>Justification</b>               | User Entry. Text Field                         | M | Max. character is 500.   |
| <b>Rating</b>                      | System calculates the rating                   | M |  |

### 2.2.2.3 Verification By HOD

The Head of Department / Unit verifies the assessment submitted by department coordinator and forwards to Director. On rejection the assessment will be send back to the M & E Coordinator to update and submit again.

| Field                                    | Field Type               | M/O | Additional Remarks                                  |
|--|--------------------------|-----|---|
| <b>Service Delivery Timelines (SDTs)</b> | Load from master         | M   |   |
| <b>Measure</b>                           | Load from master         | M   |   |
| <b>Reporting Interval</b>                | Load from master         | M   |   |
| <b>Month</b>                             | Dropdown (Jul – Jun)     | M   | The rates and target changed according to the month |
| <b>Numerator</b>                         | User Entry. Number Field | M   | System will load the                                |

|                           |  |   |   |
|---------------------------|--|---|---|
|                           |  |   | numerator description from master. User can add Numerator for each month.   |
| <b>Denominator</b>        | User Entry. Number Field                       | M | System will load the denominator description from master. User can add Denominator for each month.                        |
| <b>Rate</b>               | System calculates                              | M | Numerator / Denominator   |
| <b>Target</b>             | Load from master                               | M |   |
| <b>Achievement Status</b> | System automatically selects based on the rate | M | Achieved (1.0) /Not Achieved (0.25) /On Track (0.5)   |
| <b>% Variance</b>         | System Calculates the variance automatically.  | M | (Rate-Target) / Target  |
| <b>Rating</b>             | System calculates the rating                   | M |   |
| <b>Justification</b>      | User Entry. Text Field                         | M | Max. character is 500.  |
| <b>Action</b>             | Dropdown (Verified / Reject)                   | M | The action will be applicable for the selected records.   |
| <b>Comment</b>            | User Entry. Text Field                         | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.2.2.4 Verification By Director

The Director verifies the assessment forwarded by Head of Department / Unit and approve/reject. On rejection the assessment will be send back to the M & E Coordinator to update and submit again.

| Field                                    | Field Type               | M/O | Additional Remarks                                  |
|--|--------------------------|-----|---|
| <b>Service Delivery Timelines (SDTs)</b> | Load from master         | M   |   |
| <b>Measure</b>                           | Load from master         | M   |   |
| <b>Reporting Interval</b>                | Load from master         | M   |   |
| <b>Month</b>                             | Dropdown (Jul – Jun)     | M   | The rates and target changed according to the month |
| <b>Numerator</b>                         | User Entry. Number Field | M   | System will load the                                |

|                           |  |   |   |
|---------------------------|--|---|---|
|                           |  |   | numerator description from master. User can add Numerator for each month.   |
| <b>Denominator</b>        | User Entry. Number Field                       | M | System will load the denominator description from master. User can add Denominator for each month.                        |
| <b>Rate</b>               | System calculates                              | M | Numerator / Denominator   |
| <b>Target</b>             | Load from master                               | M |   |
| <b>Achievement Status</b> | System automatically selects based on the rate | M | Achieved (1.0) /Not Achieved (0.25) /On Track (0.5)   |
| <b>% Variance</b>         | System Calculates the variance automatically.  | M | (Rate-Target) / Target  |
| <b>Rating</b>             | System calculates the rating                   | M |   |
| <b>Justification</b>      | User Entry. Text Field                         | M | Max. character is 500.  |
| <b>Action</b>             | Dropdown (Verified / Reject)                   | M | The action will be applicable for the selected records.   |
| <b>Comment</b>            | User Entry. Text Field                         | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

### 2.2.2.5 Consolidation By M& E Officer

The M& E Officer consolidates the assessment verified by Directors of various directorates. On rejection the assessment will be send back to the M & E Coordinator to update and submit again.

| Field                                    | Field Type               | M/O | Additional Remarks   |
|--|--------------------------|-----|--|
| <b>Service Delivery Timelines (SDTs)</b> | Load from master         | M   |  |
| <b>Measure</b>                           | Load from master         | M   |  |
| <b>Reporting Interval</b>                | Load from master         | M   |  |
| <b>Month</b>                             | Dropdown (Jul – Jun)     | M   | The rates and target changed according to the month                  |
| <b>Numerator</b>                         | User Entry. Number Field | M   | System will load the numerator description from master. User can add |

|                           |  |   |   |
|---------------------------|--|---|---|
|                           |  |   | Numerator for each month.   |
| <b>Denominator</b>        | User Entry. Number Field                       | M | System will load the denominator description from master. User can add Denominator for each month.                        |
| <b>Rate</b>               | System calculates                              | M | Numerator / Denominator   |
| <b>Target</b>             | Load from master                               | M |   |
| <b>Achievement Status</b> | System automatically selects based on the rate | M | Achieved (1.0) /Not Achieved (0.25) /On Track (0.5)   |
| <b>% Variance</b>         | System Calculates the variance automatically.  | M | (Rate-Target) / Target  |
| <b>Rating</b>             | System calculates the rating                   | M |   |
| <b>Justification</b>      | User Entry. Text Field                         | M | Max. character is 500.  |
| <b>Action</b>             | Dropdown (Verified / Reject)                   | M | The action will be applicable for the selected records.   |
| <b>Comment</b>            | User Entry. Text Field                         | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.2.2.6 Verification by Head of BPD

The Head BPD verifies the assessment forwarded by M&E Officer and approve/reject. On rejection the assessment will be send back to the M & E Coordinator to update and submit again.

| Field                                    | Field Type               | M/O | Additional Remarks   |
|--|--------------------------|-----|--|
| <b>Service Delivery Timelines (SDTs)</b> | Load from master         | M   |  |
| <b>Measure</b>                           | Load from master         | M   |  |
| <b>Reporting Interval</b>                | Load from master         | M   |  |
| <b>Month</b>                             | Dropdown (Jul – Jun)     | M   | The rates and target changed according to the month  |
| <b>Numerator</b>                         | User Entry. Number Field | M   | System will load the numerator description from master. User can add Numerator for each month. |

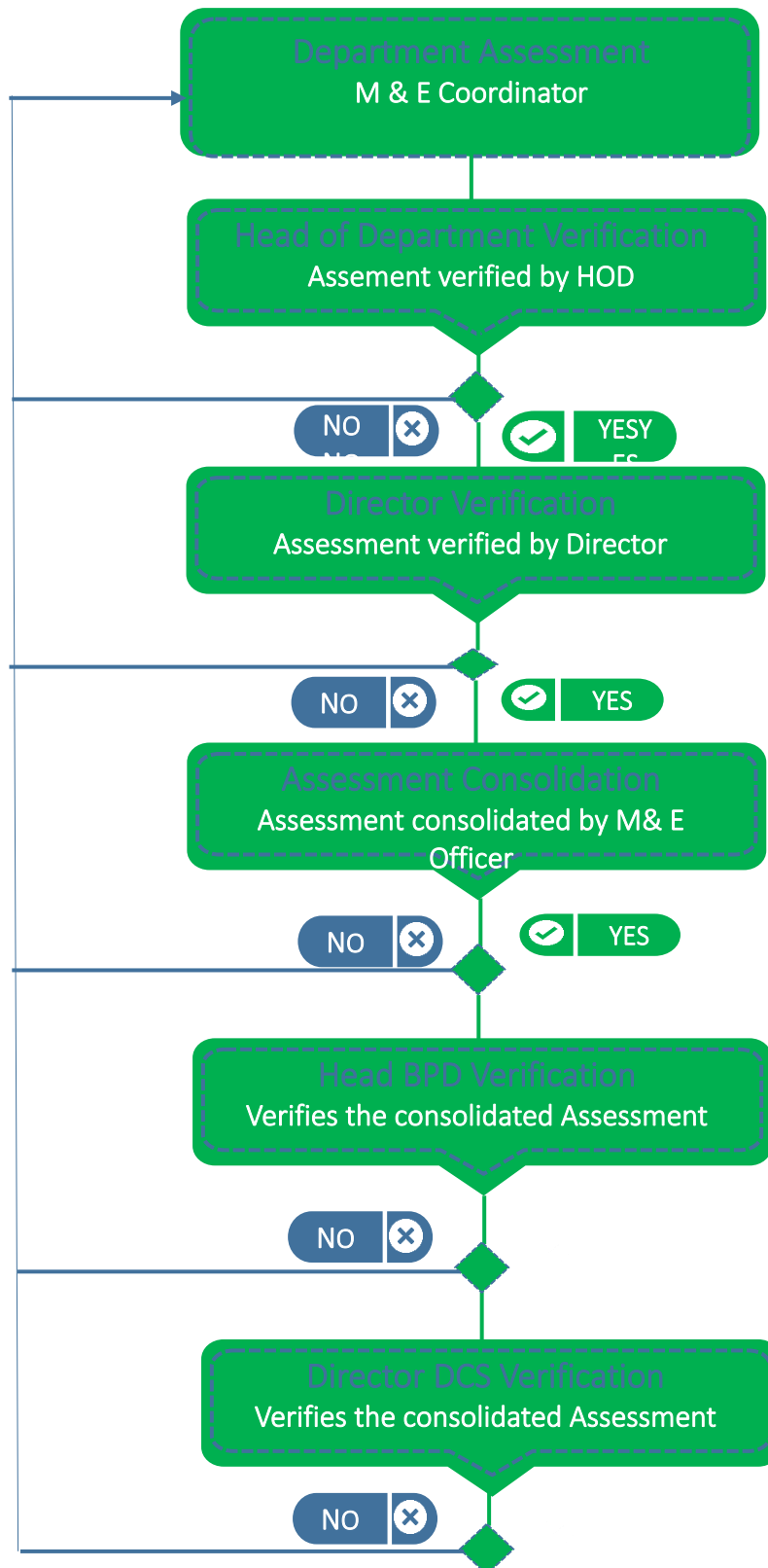
|                           |  |   |   |
|---------------------------|--|---|---|
| <b>Denominator</b>        | User Entry. Number Field                       | M | System will load the denominator description from master. User can add Denominator for each month.                        |
| <b>Rate</b>               | System calculates                              | M | Numerator / Denominator   |
| <b>Target</b>             | Load from master                               | M |   |
| <b>Achievement Status</b> | System automatically selects based on the rate | M | Achieved (1.0) /Not Achieved (0.25) /On Track (0.5)   |
| <b>% Variance</b>         | System Calculates the variance automatically.  | M | (Rate-Target) / Target  |
| <b>Rating</b>             | System calculates the rating                   | M |   |
| <b>Justification</b>      | User Entry. Text Field                         | M | Max. character is 500.  |
| <b>Action</b>             | Dropdown (Verified / Reject)                   | M | The action will be applicable for the selected records.   |
| <b>Comment</b>            | User Entry. Text Field                         | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

### 2.2.3 M& E Assessment (Annually)

The NDASP performance monitoring plan and Evaluation, including: Type of Indicator, Indicator Formulae, Indicator Definition, Original Baseline, Indicator Classification, Data Type, Unit of measure, Frequency of Reporting, Annualized Targets for five years, Means of Verification and Responsibility. The performance indicators have been categorized in three levels;

- 1. Core Performance Indicators:** These are high level indicators that are measuring the higher-level results especially the goal of an organization.
- 2. Key Performance Indicators:** These are measures that NDA uses to gauge its performance over time and its progress towards achieving its goals.
- 3. Operational Performance Indicators:** These are process indicators that are mainly measuring the Service Delivery Timelines for different processes in different directorates. All the operational indicators are supporting the achievement of one Key Performance Indicator in the M&E Framework under Strategic objective 1.

The M& E Framework indicators are assessed on annual basis. The M & E Coordinator will input the numerator and denominator to find a percentage of achievement from it.





### 2.2.3.1 Department / Unit Assessment

The system will load the respective Performance Indicators for each department. The M & E Coordinator will select the KPI for assessment and capture numerator and denominator to find the percentage. On Submission it forwards to Head of Department / Unit for Verification.

| Field                           | Field Type   | M/O | Additional Remarks                                     |
|---------------------------------|--|-----|--|
| <b>Performance indicator</b>    | Load from M& E Plan                                      | M   |  |
| <b>Type of Indicator</b>        | Load from M& E Plan                                      | M   |  |
| <b>Indicator Formulae</b>       | Load from M& E Plan                                      | M   |  |
| <b>Indicator Definition</b>     | Load from M& E Plan                                      | M   |  |
| <b>Original Baseline</b>        | Load from M& E Plan                                      | M   |  |
| <b>Indicator classification</b> | Load from M& E Plan                                      | M   |  |
| <b>Data Type</b>                | Load from M& E Plan                                      | M   |  |
| <b>Unit of measure</b>          | Load from M& E Plan                                      | M   |  |
| <b>Frequency of Reporting</b>   | Load from M& E Plan                                      | M   |  |
| <b>Annualized Target</b>        | Load from M& E Plan                                      | M   | System will load the target based on the year selected |
| <b>Numerator</b>                | User Entry. Number Field                                 | M   |  |
| <b>Denominator</b>              | User Entry. Number Filed                                 | M   |  |
| <b>Achieved</b>                 | System will calculate based on numerator and denominator | M   | Numerator/Denominator                                  |
| <b>Justification</b>            | User Entry. Text Field                                   | O   | Max. character is 500.                                 |
| <b>Means of Verification</b>    | Load from M& E Plan                                      | M   |  |
| <b>Responsibility</b>           | Load from M& E Plan                                      | M   |  |

### 2.2.3.2 Department / Unit Assessment Verification by HOD

The Head of Department / Unit verifies the assessment submitted by M & E Coordinator and forwards to Director. On rejection the assessment will be send back to the M & E Coordinator to update and submit again.

| Field                        | Field Type                                  | M/O | Additional Remarks |
|------------------------------|---|-----|--------------------|
| <b>Performance indicator</b> | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Type of Indicator</b>     | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Indicator Formulae</b>    | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Indicator Definition</b>  | Load from M& E Department / Unit            | M   |                    |

|                                 |   |   |   |
|---------------------------------|---|---|---|
|                                 | Assessment                                  |   |   |
| <b>Original Baseline</b>        | Load from M& E Department / Unit Assessment | M |   |
| <b>Indicator classification</b> | Load from M& E Department / Unit Assessment | M |   |
| <b>Data Type</b>                | Load from M& E Department / Unit Assessment | M |   |
| <b>Unit of measure</b>          | Load from M& E Department / Unit Assessment | M |   |
| <b>Frequency of Reporting</b>   | Load from M& E Department / Unit Assessment | M |   |
| <b>Annualized Target</b>        | Load from M& E Department / Unit Assessment | M |   |
| <b>Numerator</b>                | Load from M& E Department / Unit Assessment | M |   |
| <b>Denominator</b>              | Load from M& E Department / Unit Assessment | M |   |
| <b>Achieved</b>                 | Load from M& E Department / Unit Assessment | M |   |
| <b>Justification</b>            | Load from M& E Department / Unit Assessment | O |   |
| <b>Means of Verification</b>    | Load from M& E Department / Unit Assessment | M |   |
| <b>Responsibility</b>           | Load from M& E Department / Unit Assessment | M |   |
| <b>Action</b>                   | Dropdown (Verified / Reject)                | M | The action will be applicable for the selected records.   |
| <b>Comment</b>                  | User Entry. Text Field                      | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. |

|  |  |                         |
|--|--|-------------------------|
|  |  | Max. characters is 500. |
|--|--|-------------------------|

### 2.2.3.3 Department / Unit Assessment Verification by Director

The Director verifies the assessment forwarded by Head of Department / Unit and approve/reject. On rejection the assessment will be send back to the M & E Coordinator to update and submit again.

| Field                           | Field Type  | M/O | Additional Remarks |
|---------------------------------|---|-----|--------------------|
| <b>Performance indicator</b>    | Load from M& E<br>Department / Unit<br>Assessment | M   |                    |
| <b>Type of Indicator</b>        | Load from M& E<br>Department / Unit<br>Assessment | M   |                    |
| <b>Indicator Formulae</b>       | Load from M& E<br>Department / Unit<br>Assessment | M   |                    |
| <b>Indicator Definition</b>     | Load from M& E<br>Department / Unit<br>Assessment | M   |                    |
| <b>Original Baseline</b>        | Load from M& E<br>Department / Unit<br>Assessment | M   |                    |
| <b>Indicator classification</b> | Load from M& E<br>Department / Unit<br>Assessment | M   |                    |
| <b>Data Type</b>                | Load from M& E<br>Department / Unit<br>Assessment | M   |                    |
| <b>Unit of measure</b>          | Load from M& E<br>Department / Unit<br>Assessment | M   |                    |
| <b>Frequency of Reporting</b>   | Load from M& E<br>Department / Unit<br>Assessment | M   |                    |
| <b>Annualized Target</b>        | Load from M& E<br>Department / Unit<br>Assessment | M   |                    |
| <b>Numerator</b>                | Load from M& E<br>Department / Unit<br>Assessment | M   |                    |
| <b>Denominator</b>              | Load from M& E<br>Department / Unit<br>Assessment | M   |                    |

|                              |   |   |   |
|------------------------------|---|---|---|
| <b>Achieved</b>              | Load from M& E Department / Unit Assessment | M |   |
| <b>Justification</b>         | Load from M& E Department / Unit Assessment | O |   |
| <b>Means of Verification</b> | Load from M& E Department / Unit Assessment | M |   |
| <b>Responsibility</b>        | Load from M& E Department / Unit Assessment | M |   |
| <b>Action</b>                | Dropdown (Verified / Reject)                | M | The action will be applicable for the selected records.   |
| <b>Comment</b>               | User Entry. Text Field                      | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.2.3.4 Consolidation of Assessment by M&E Officer

The M& E Officer consolidates the assessment verified by Directors of various directorates. On rejection the assessment will be send back to the M & E Coordinator to update and submit again.

| Field                           | Field Type                                  | M/O | Additional Remarks |
|---------------------------------|---|-----|--------------------|
| <b>Performance indicator</b>    | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Type of Indicator</b>        | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Indicator Formulae</b>       | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Indicator Definition</b>     | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Original Baseline</b>        | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Indicator classification</b> | Load from M& E Department / Unit            | M   |                    |

|                               |   |   |   |
|-------------------------------|---|---|---|
|                               | Assessment                                  |   |   |
| <b>Data Type</b>              | Load from M& E Department / Unit Assessment | M |   |
| <b>Unit of measure</b>        | Load from M& E Department / Unit Assessment | M |   |
| <b>Frequency of Reporting</b> | Load from M& E Department / Unit Assessment | M |   |
| <b>Annualized Target</b>      | Load from M& E Department / Unit Assessment | M |   |
| <b>Numerator</b>              | Load from M& E Department / Unit Assessment | M |   |
| <b>Denominator</b>            | Load from M& E Department / Unit Assessment | M |   |
| <b>Achieved</b>               | Load from M& E Department / Unit Assessment | M |   |
| <b>Justification</b>          | Load from M& E Department / Unit Assessment | O |   |
| <b>Means of Verification</b>  | Load from M& E Department / Unit Assessment | M |   |
| <b>Responsibility</b>         | Load from M& E Department / Unit Assessment | M |   |
| <b>Action</b>                 | Dropdown (Verified / Reject)                | M | The action will be applicable for the selected records.   |
| <b>Comment</b>                | User Entry. Text Field                      | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

### 2.2.3.5 Head of BPD Verification

The Head BPD verifies the assessment forwarded by M&E Officer and approve/reject. On rejection the assessment will be send back to the M & E Coordinator to update and submit again.

| Field                           | Field Type                                  | M/O | Additional Remarks |
|---------------------------------|---|-----|--------------------|
| <b>Performance indicator</b>    | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Type of Indicator</b>        | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Indicator Formulae</b>       | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Indicator Definition</b>     | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Original Baseline</b>        | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Indicator classification</b> | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Data Type</b>                | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Unit of measure</b>          | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Frequency of Reporting</b>   | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Annualized Target</b>        | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Numerator</b>                | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Denominator</b>              | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Achieved</b>                 | Load from M& E                              | M   |                    |

|                              |   |   |   |
|------------------------------|---|---|---|
|                              | Department / Unit Assessment                |   |   |
| <b>Justification</b>         | Load from M& E Department / Unit Assessment | O |   |
| <b>Means of Verification</b> | Load from M& E Department / Unit Assessment | M |   |
| <b>Responsibility</b>        | Load from M& E Department / Unit Assessment | M |   |
| <b>Action</b>                | Dropdown (Verified / Reject)                | M | The action will be applicable for the selected records.   |
| <b>Comment</b>               | User Entry. Text Field                      | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

### 2.2.3.6 Approval by Director (DCS)

The Director (DCS) verifies the assessment forwarded by BPD. On rejection the assessment will be send back to the M & E Coordinator to update and submit again.

| Field                           | Field Type                                  | M/O | Additional Remarks |
|---------------------------------|---|-----|--------------------|
| <b>Performance indicator</b>    | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Type of Indicator</b>        | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Indicator Formulae</b>       | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Indicator Definition</b>     | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Original Baseline</b>        | Load from M& E Department / Unit Assessment | M   |                    |
| <b>Indicator classification</b> | Load from M& E Department / Unit Assessment | M   |                    |

|                               |   |   |   |
|-------------------------------|---|---|---|
| <b>Data Type</b>              | Load from M& E Department / Unit Assessment | M |   |
| <b>Unit of measure</b>        | Load from M& E Department / Unit Assessment | M |   |
| <b>Frequency of Reporting</b> | Load from M& E Department / Unit Assessment | M |   |
| <b>Annualized Target</b>      | Load from M& E Department / Unit Assessment | M |   |
| <b>Numerator</b>              | Load from M& E Department / Unit Assessment | M |   |
| <b>Denominator</b>            | Load from M& E Department / Unit Assessment | M |   |
| <b>Achieved</b>               | Load from M& E Department / Unit Assessment | M |   |
| <b>Justification</b>          | Load from M& E Department / Unit Assessment | O |   |
| <b>Means of Verification</b>  | Load from M& E Department / Unit Assessment | M |   |
| <b>Responsibility</b>         | Load from M& E Department / Unit Assessment | M |   |
| <b>Action</b>                 | Dropdown (Verified / Reject)                | M | The action will be applicable for the selected records.   |
| <b>Comment</b>                | User Entry. Text Field                      | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

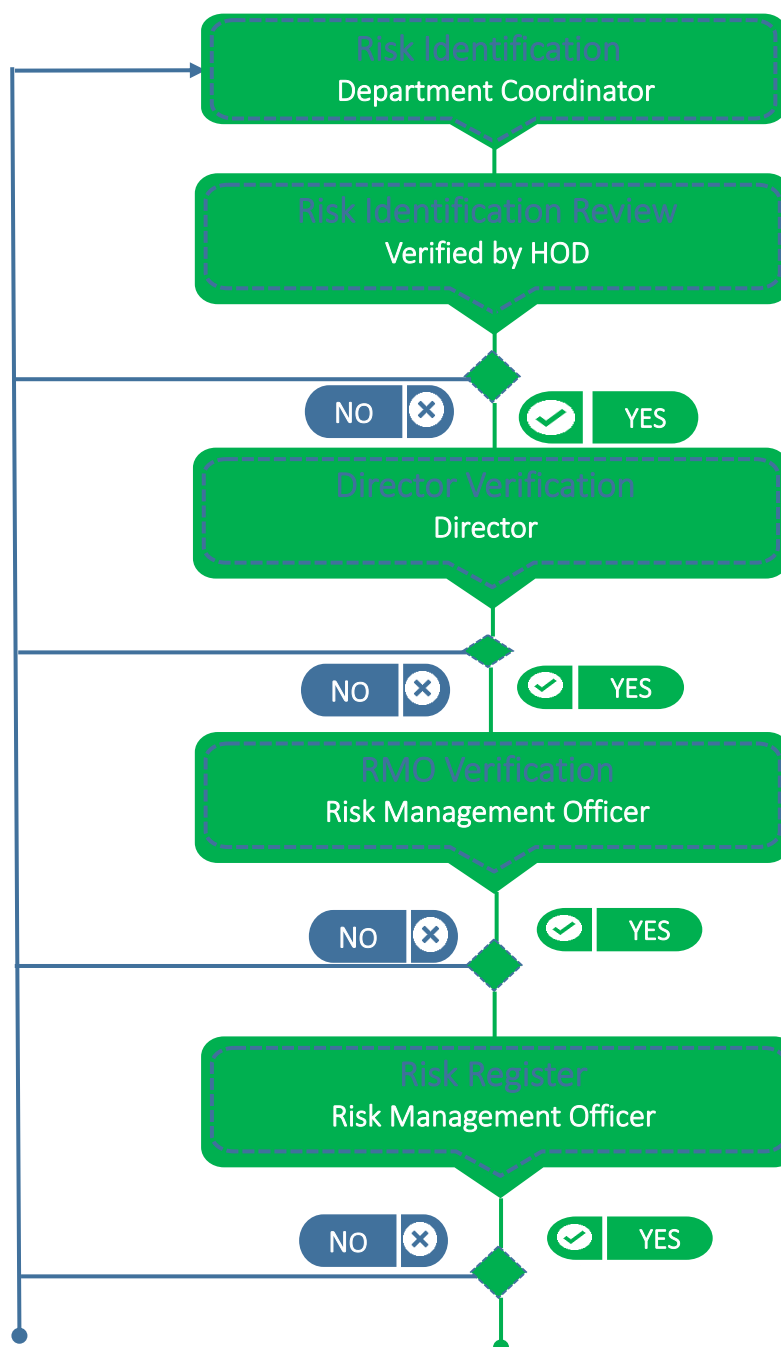


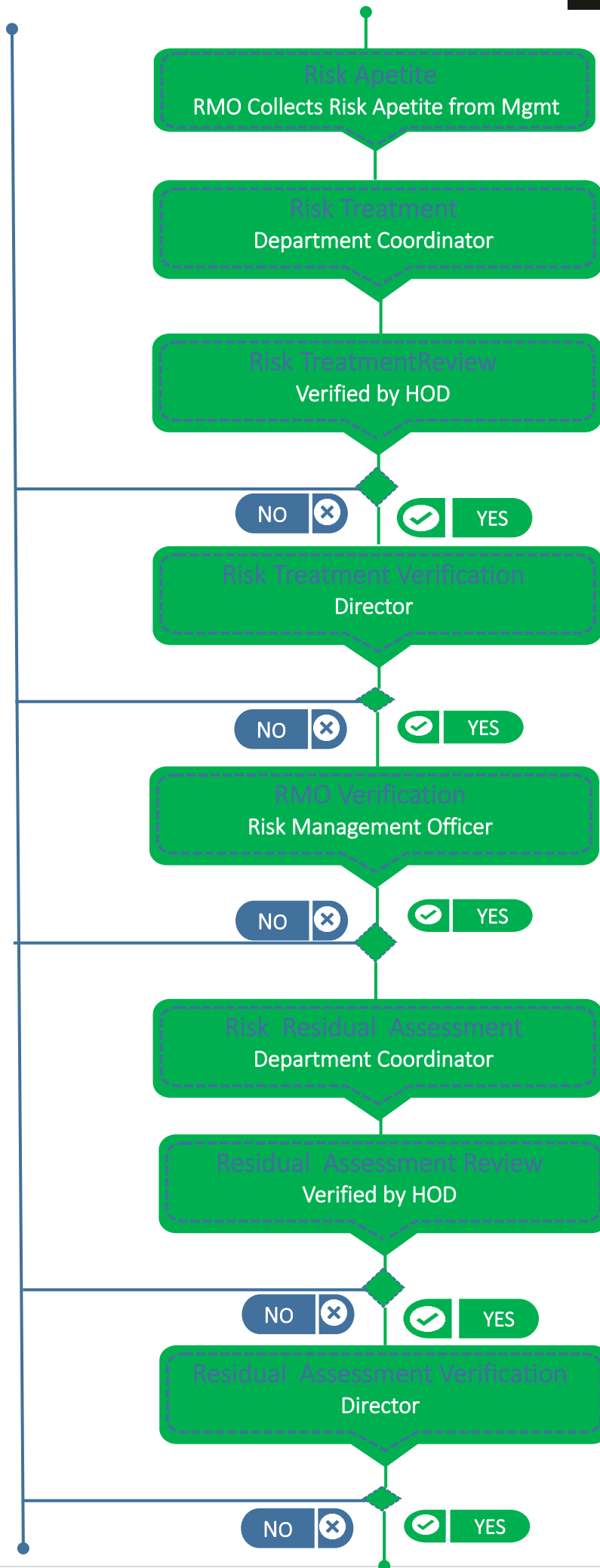
### 2.2.3.7 M & E Reports

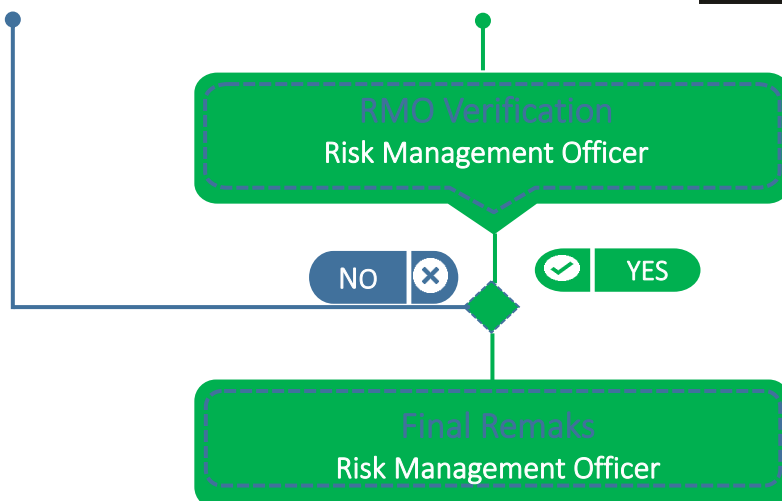
- Activity Framework Quarterly and Annual Report
- SDT Monthly, Quarterly and Annual Report
- M& E Annual Performance Report

## 2.3 Risk Management Module

The National Drug Authority just concluded the process of developing its strategic plan 2020/2021-2024/2025. The successful implementation of the objectives as laid out in the strategic plan will depend on how the authority will be able to identify and manage its risks. There is a need to manage risks proactively and adapt, quickly, to the mutation or changing nature of risk in the given environment. NDA adopted Enterprise Risk Management Framework as an appropriate approach to identify, assess, treat, monitor, review and report risks. The ISO 31000 framework has been adopted as a standard for risk Management within the Authority.







### 2.3.1 Risk Identification

Risks and opportunities shall be identified at both a strategic and operational level (in all core drug regulatory and support processes). The Risk coordinator will capture the risk identified in their respective department. On submission it will be forwarded to head of department to confirm.

| Field                         | Field Type  | M/O | Additional Remarks   |
|-------------------------------|---|-----|--|
| <b>Date of Identification</b> | User Entry, Date Field  | M   |  |
| <b>Focus Area</b>             | User Entry, Dropdown  | M   | List from Strategic Plan                                     |
| <b>Strategic Objective</b>    | User Entry, Dropdown  | M   | List from Strategic Plan                                     |
| <b>Activity</b>               | User Entry, Dropdown  | O   | List from Work Plan  |
| <b>Budget Code</b>            | User Entry, Text Field  | M   |  |
| <b>Risk Description</b>       | User Entry, Text Field  | M   |  |
| <b>Event(s)</b>               | User Entry, Text Filed  | M   |  |
| <b>Risk Source(s)</b>         | User Entry, Text Filed  | M   |  |
| <b>Cause of Risk (s)</b>      | User Entry, Text Filed  | M   |  |
| <b>Risk Consequence</b>       | User Entry, Text Filed  | M   |  |
| <b>Risk Owner</b>             | System Automatically Record   | M   |  |
| <b>Risk Analysis</b>          |   |     |  |
| <b>Risk Consequence</b>       | User Entry, Dropdown,<br>[Insignificant/Minor/Moderate/Major / Catastrophic]    | M   |  |
| <b>Risk Likelihood</b>        | User Entry, Dropdown ,<br>[Rare/ Unlikely / Possible / Likely / Almost Certain] | M   |  |
| <b>Risk Score</b>             | System generated.   | M   | System will generate the score from quantitative risk matrix |
| <b>Risk Rank</b>              | System generated  | M   | System will select the Rank based on risk score              |
| <b>Evaluation Criteria</b>    | System generated  | M   | System will show the evaluation criteria based on risk rank. |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

| Qualitative Risk Matrix |                |                  |          |          |           |              |
|-------------------------|----------------|------------------|----------|----------|-----------|--------------|
|                         |                | Risk Consequence |          |          |           |              |
|                         |                | Insignificant    | Minor    | Moderate | Major     | Catastrophic |
| Risk Likelihood         | Rare           | Very low         | Very low | Very low | Very low  | Low          |
|                         | Unlikely       | Very low         | Very low | Low      | Low       | Medium       |
|                         | Possible       | Very low         | Low      | Medium   | Medium    | High         |
|                         | Likely         | Very low         | Low      | Medium   | Very High | Very High    |
|                         | Almost Certain | Low              | Medium   | High     | Very High | Very High    |

| Quantitative Risk Matrix (5 x 5 Scale) |   |                  |    |    |    |    |
|--|---|------------------|----|----|----|----|
|  |   | Risk Consequence |    |    |    |    |
|  |   | 1                | 2  | 3  | 4  | 5  |
| Risk Likelihood                        | 1 | 1                | 2  | 3  | 4  | 5  |
|  | 2 | 2                | 4  | 6  | 8  | 10 |
|  | 3 | 3                | 6  | 9  | 12 | 15 |
|  | 4 | 4                | 8  | 12 | 16 | 20 |
|  | 5 | 5                | 10 | 15 | 20 | 25 |

| Score   | Risk rank | Evaluation Criteria (Management Control Action (MCA))  |
|---------|-----------|--|
| 1 to 4  | Very Low  | No mitigation, no action is required, the risk is ALARP. Monitor to ensure that the risk remains tolerable at this level.  |
| 5 to 8  | Low       | Maintain assurance that the risk remains tolerable at this level. Monitor and manage by routine procedures, unlikely to need specific application of resources (managers and key staff).             |
| 9 to 12 | Medium    | Tolerable if the cost of reduction would exceed the improvement gained. Mitigate through management by specific reviews and monitoring of procedures (Managers) but regular monitoring should occur. |

| Score    | Risk rank | Evaluation Criteria (Management Control Action (MCA)  |
|----------|-----------|---|
| 13 to 15 | High      | Tolerable only if risk reduction is impractical or if cost is disproportionate to the improvement gained. Mitigate by implementing controls to reduce the risk to as low as is reasonably practicable. Where this cannot happen, continual monitoring should occur. |
| 16 to 25 | Very High | Intolerable, the risk cannot be justified, expect in extraordinary circumstances. Mitigate by ceasing all related activities.   |

## 2.4 Risk Identification Review

The head of department will review the identified risk captured by risk coordinator and approve/ reject. If approved will be forwarded to director.

| Field                         | Field Type                    | M/O | Additional Remarks  |
|-------------------------------|-------------------------------|-----|---|
| <b>Date of Identification</b> | Load from Risk Identification | M   |   |
| <b>Risk Description</b>       | Load from Risk Identification | M   |   |
| <b>Event(s)</b>               | Load from Risk Identification | M   |   |
| <b>Risk Source(s)</b>         | Load from Risk Identification | M   |   |
| <b>Cause of Risk (s)</b>      | Load from Risk Identification | M   |   |
| <b>Risk Consequence</b>       | Load from Risk Identification | M   |   |
| <b>Risk Owner</b>             | Load from Risk Identification | M   |   |
| <b>Risk Analysis</b>          |                               |     |   |
| <b>Risk Consequence</b>       | Load from Risk Identification | M   |   |
| <b>Risk Likelihood</b>        | Load from Risk Identification | M   |   |
| <b>Risk Score</b>             | Load from Risk Identification | M   |   |
| <b>Risk Rank</b>              | Load from Risk Identification | M   |   |
| <b>Evaluation Criteria</b>    | Load from Risk Identification | M   |   |
| <b>Action</b>                 | Dropdown (Verified / Reject)  | M   | The action will be applicable for the selected records.   |
| <b>Comment</b>                | User Entry. Text Field        | O   | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

## 2.4.1 Risk Identification Verification

The director will verify the identified risk forwarded by the head of department. On approval the risk will be forwarded to Risk Management Officer.

| Field                         | Field Type                    | M/O | Additional Remarks  |
|-------------------------------|-------------------------------|-----|---|
| <b>Date of Identification</b> | Load from Risk Identification | M   |   |
| <b>Risk Description</b>       | Load from Risk Identification | M   |   |
| <b>Event(s)</b>               | Load from Risk Identification | M   |   |
| <b>Risk Source(s)</b>         | Load from Risk Identification | M   |   |
| <b>Cause of Risk (s)</b>      | Load from Risk Identification | M   |   |
| <b>Risk Consequence</b>       | Load from Risk Identification | M   |   |
| <b>Risk Owner</b>             | Load from Risk Identification | M   |   |
| <b>Risk Analysis</b>          |                               |     |   |
| <b>Risk Consequence</b>       | Load from Risk Identification | M   |   |
| <b>Risk Likelihood</b>        | Load from Risk Identification | M   |   |
| <b>Risk Score</b>             | Load from Risk Identification | M   |   |
| <b>Risk Rank</b>              | Load from Risk Identification | M   |   |
| <b>Evaluation Criteria</b>    | Load from Risk Identification | M   |   |
| <b>Action</b>                 | Dropdown (Verified / Reject)  | M   | The action will be applicable for the selected records.   |
| <b>Comment</b>                | User Entry. Text Field        | O   | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

## 2.4.2 RMO Verification

The Risk Management Officer will verify the identified risk forwarded by the director. Risk Management Officer will present the high risks to peer committee and capture the committee comments in the system. On Approval from officer, the risk will be registered in risk register.

| Field                         | Field Type                    | M/O | Additional Remarks  |
|-------------------------------|-------------------------------|-----|---|
| <b>Date of Identification</b> | Load from Risk Identification | M   |   |
| <b>Risk Description</b>       | Load from Risk Identification | M   |   |
| <b>Event(s)</b>               | Load from Risk Identification | M   |   |
| <b>Risk Source(s)</b>         | Load from Risk Identification | M   |   |
| <b>Cause of Risk (s)</b>      | Load from Risk Identification | M   |   |
| <b>Risk Consequence</b>       | Load from Risk Identification | M   |   |
| <b>Risk Owner</b>             | Load from Risk Identification | M   |   |
| <b>Risk Analysis</b>          |                               |     |   |
| <b>Risk Consequence</b>       | Load from Risk Identification | M   |   |
| <b>Risk Likelihood</b>        | Load from Risk Identification | M   |   |
| <b>Risk Score</b>             | Load from Risk Identification | M   |   |
| <b>Risk Rank</b>              | Load from Risk Identification | M   |   |
| <b>Evaluation Criteria</b>    | Load from Risk Identification | M   |   |
| <b>Action</b>                 | Dropdown (Verified / Reject)  | M   | The action will be applicable for the selected records.   |
| <b>Comment</b>                | User Entry. Text Field        | O   | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

### 2.4.3 Risk Register

The risks verified by RMO will be added to the risk register.

| Field                                | Field Type                    | M/O | Additional Remarks |
|--------------------------------------|-------------------------------|-----|--------------------|
| <b>Focus Area</b>                    | Load from Risk Identification | M   |                    |
| <b>Strategic Objective</b>           | Load from Risk Identification | M   |                    |
| <b>Risk Reference Code/Number</b>    | System Generated              | M   |                    |
| <b>Risk description</b>              | Load from Risk Identification | M   |                    |
| <b>Risk Category</b>                 | Load from Risk Identification | M   |                    |
| <b>Risk Driver/Root cause</b>        | Load from Risk Identification | M   |                    |
| <b>Consequence/Impact definition</b> | Load from Risk Identification | M   |                    |



|   |                               |   |  |
|---|-------------------------------|---|--|
| Existing Mitigation                         | Load from Risk Identification | M |  |
| Likeli-hood (L)                             | Load from Risk Identification | M |  |
| Consequence (C)                             | Load from Risk Identification | M |  |
| Inherent risk rating                        | Load from Risk Identification | M |  |
| Activity / Additional mitigation strategies | Load from Risk Treatment      | M |  |
| Opportunity                                 | Load from Risk Treatment      | M |  |
| Review/Implementation date                  | Load from Risk Treatment      | M |  |
| Risk Owner                                  | Load from Risk Identification | M |  |

#### 2.4.4 Risk Tolerance Level / Risk Appetite

The Risk Tolerance Level will be set by the department risk coordinator and risk appetite will be set by RMO after receiving advice from management. The department level tolerance should be reviewed by Head of Department / Unit and Director.

| Field                         | Field Type                    | M/O | Additional Remarks |
|-------------------------------|-------------------------------|-----|--------------------|
| Focus Area                    | Load from Risk Identification | M   |                    |
| Strategic Objective           | Load from Risk Identification | M   |                    |
| Risk Reference Code/Number    | System Generated              | M   |                    |
| Risk description              | Load from Risk Identification | M   |                    |
| Risk Category                 | Load from Risk Identification | M   |                    |
| Risk Driver/Root cause        | Load from Risk Identification | M   |                    |
| Consequence/Impact definition | Load from Risk Identification | M   |                    |
| Existing Mitigation           | Load from Risk Identification | M   |                    |
| Likeli-hood (L)               | Load from Risk Identification | M   |                    |
| Consequence (C)               | Load from Risk Identification | M   |                    |
| Inherent risk rating          | Load from Risk Identification | M   |                    |
| Tolerance Level               | User Entry, Dropdown          | M   | By Management      |
| Risk Appetite                 | User Entry, Dropdown          | M   | By Board           |
| Justification                 | User Entry, Text Field        | M   |                    |

### 2.4.5 Risk Treatment

Risk treatment involves identifying the options for treating each risk, evaluating those options, assigning accountability for the medium, high and very high risks and taking relevant action. For each risk, the Risk Owner must establish an appropriate level of treatment. Control measures in addition to those already existing may be needed to achieve this level of mitigation. Any risk above tolerance level 8 should be treated.

| Field  | Field Type                    | M/O | Additional Remarks |
|--|-------------------------------|-----|--------------------|
| Focus Area                                       | Load from Risk Identification | M   |                    |
| Strategic Objective                              | Load from Risk Identification | M   |                    |
| Risk Reference Code/Number                       | System Generated              | M   |                    |
| Risk description                                 | Load from Risk Identification | M   |                    |
| Risk Category                                    | Load from Risk Identification | M   |                    |
| Risk Driver/Root cause                           | Load from Risk Identification | M   |                    |
| Consequence/Impact definition                    | Load from Risk Identification | M   |                    |
| Existing Mitigation                              | Load from Risk Identification | M   |                    |
| Likeli-hood (L)                                  | Load from Risk Identification | M   |                    |
| Consequence (C)                                  | Load from Risk Identification | M   |                    |
| Inherent risk rating                             | Load from Risk Identification | M   |                    |
| Tolerance Level                                  | Load from Risk Tolerance      | M   |                    |
| Risk Appetite                                    | Load from Risk Tolerance      |     |                    |
| Additional Mitigation Measure /Activities        | User Entry. Text Field        | M   |                    |
| By when (expected date/period of implementation) | User Entry. Text Field        | M   |                    |
| Resources Required for effective risk management | User Entry. Text Field        | M   |                    |

### 2.4.6 Risk Treatment Review by Head of Department / Unit

The head of department reviews the treatment details captured by Risk Coordinator. Forwards the details to director for verification.

| Field  | Field Type                        | M/O | Additional Remarks  |
|--|-----------------------------------|-----|---|
| Focus Area                                       | Load from Risk Identification     | M   |   |
| Strategic Objective                              | Load from Risk Identification     | M   |   |
| Risk Reference Code/Number                       | System Generated                  | M   |   |
| Risk description                                 | Load from Risk Identification     | M   |   |
| Risk Category                                    | Load from Risk Identification     | M   |   |
| Risk Driver/Root cause                           | Load from Risk Identification     | M   |   |
| Consequence/Impact definition                    | Load from Risk Identification     | M   |   |
| Existing Mitigation                              | Load from Risk Identification     | M   |   |
| Likeli-hood (L)                                  | Load from Risk Identification     | M   |   |
| Consequence (C)                                  | Load from Risk Identification     | M   |   |
| Inherent risk rating                             | Load from Risk Identification     | M   |   |
| Tolerance Level /Risk Appetite                   | Load from Risk Tolerance/Appetite | M   |   |
| Additional Mitigation Measure /Activities        | Load from Risk Treatment          | M   |   |
| By when (expected date/period of implementation) | Load from Risk Treatment          | M   |   |
| Resources Required for effective risk management | Load from Risk Treatment          | M   |   |
| Action   | Dropdown (Verified / Reject)      | M   | The action will be applicable for the selected records.   |
| Comment  | User Entry. Text Field            | O   | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.4.7 Risk Treatment Verification by Director

The director verifies the treatment details forwarded by head of department. Forwards the details to RMO for verification.

| Field  | Field Type                        | M/O | Additional Remarks  |
|--|-----------------------------------|-----|---|
| Focus Area                                       | Load from Risk Identification     | M   |   |
| Strategic Objective                              | Load from Risk Identification     | M   |   |
| Risk Reference Code/Number                       | System Generated                  | M   |   |
| Risk description                                 | Load from Risk Identification     | M   |   |
| Risk Category                                    | Load from Risk Identification     | M   |   |
| Risk Driver/Root cause                           | Load from Risk Identification     | M   |   |
| Consequence/Impact definition                    | Load from Risk Identification     | M   |   |
| Existing Mitigation                              | Load from Risk Identification     | M   |   |
| Likeli-hood (L)                                  | Load from Risk Identification     | M   |   |
| Consequence (C)                                  | Load from Risk Identification     | M   |   |
| Inherent risk rating                             | Load from Risk Identification     | M   |   |
| Tolerance Level /Risk Appetite                   | Load from Risk Tolerance/Appetite | M   |   |
| Additional Mitigation Measure /Activities        | Load from Risk Treatment          | M   |   |
| By when (expected date/period of implementation) | Load from Risk Treatment          | M   |   |
| Resources Required for effective risk management | Load from Risk Treatment          | M   |   |
| Action   | Dropdown (Verified / Reject)      | M   | The action will be applicable for the selected records.   |
| Comment  | User Entry. Text Field            | O   | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.4.8 Risk Treatment Verification by RMO

The RMO verifies the treatment details forwarded by director. For any corrections it can be send back to the coordinator.

| Field               | Field Type                    | M/O | Additional Remarks |
|---------------------|-------------------------------|-----|--------------------|
| Focus Area          | Load from Risk Identification | M   |                    |
| Strategic Objective | Load from Risk Identification | M   |                    |

|   |                                   |   |   |
|---|-----------------------------------|---|---|
| <b>Risk Reference Code/Number</b>                       | System Generated                  | M |   |
| <b>Risk description</b>                                 | Load from Risk Identification     | M |   |
| <b>Risk Category</b>                                    | Load from Risk Identification     | M |   |
| <b>Risk Driver/Root cause</b>                           | Load from Risk Identification     | M |   |
| <b>Consequence/Impact definition</b>                    | Load from Risk Identification     | M |   |
| <b>Existing Mitigation</b>                              | Load from Risk Identification     | M |   |
| <b>Likeli-hood (L)</b>                                  | Load from Risk Identification     | M |   |
| <b>Consequence (C)</b>                                  | Load from Risk Identification     | M |   |
| <b>Inherent risk rating</b>                             | Load from Risk Identification     | M |   |
| <b>Tolerance Level /Risk Appetite</b>                   | Load from Risk Tolerance/Appetite | M |   |
| <b>Additional Mitigation Measure /Activities</b>        | Load from Risk Treatment          | M |   |
| <b>By when (expected date/period of implementation)</b> | Load from Risk Treatment          | M |   |
| <b>Resources Required for effective risk management</b> | Load from Risk Treatment          | M |   |
| <b>Action</b>   | Dropdown (Verified / Reject)      | M | The action will be applicable for the selected records.   |
| <b>Comment</b>  | User Entry. Text Field            | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.4.9 Risk Monitoring and Review

The Risk Coordinator captures the monitoring details of risk treatment action plans. It will be submitted to HOD for review.

| Field                             | Field Type                    | M/O | Additional Remarks |
|-----------------------------------|-------------------------------|-----|--------------------|
| <b>Focus Area</b>                 | Load from Risk Identification | M   |                    |
| <b>Strategic Objective</b>        | Load from Risk Identification | M   |                    |
| <b>Risk Reference Code/Number</b> | System Generated              | M   |                    |
| <b>Risk description</b>           | Load from Risk Identification | M   |                    |
| <b>Risk Category</b>              | Load from Risk Identification | M   |                    |
| <b>Risk Driver/Root cause</b>     | Load from Risk Identification | M   |                    |

|   |                                   |   |  |
|---|-----------------------------------|---|--|
| <b>Consequence/Impact definition</b>                    | Load from Risk Identification     | M |  |
| <b>Existing Mitigation</b>                              | Load from Risk Identification     | M |  |
| <b>Inherent risk rating</b>                             | Load from Risk Identification     | M |  |
| <b>Tolerance Level /Risk Appetite</b>                   | Load from Risk Tolerance/Appetite | M |  |
| <b>Additional Mitigation Measure /Activities</b>        | Load from Risk Treatment          | M |  |
| <b>By when (expected date/period of implementation)</b> | Load from Risk Treatment          | M |  |
| <b>Resources Required for effective risk management</b> | Load from Risk Treatment          | M |  |
| <b>Action Plan</b>                                      |                                   |   |  |
| <b>Action undertaken to mitigate risk</b>               | User Entry, Text Field            | M |  |
| <b>Date (Actual date/period of implementation)</b>      | User Entry, Text Field            | M |  |
| <b>By Whom</b>  | User Entry, Text Field            | M |  |

#### 2.4.10 Risk Monitoring and Review by Head of Department / Unit

The HOD verifies the monitoring details of risk treatment action plans. It will be submitted to Director.

| Field   | Field Type                        | M/O | Additional Remarks |
|---|-----------------------------------|-----|--------------------|
| <b>Focus Area</b>                                       | Load from Risk Identification     | M   |                    |
| <b>Strategic Objective</b>                              | Load from Risk Identification     | M   |                    |
| <b>Risk Reference Code/Number</b>                       | System Generated                  | M   |                    |
| <b>Risk description</b>                                 | Load from Risk Identification     | M   |                    |
| <b>Risk Category</b>                                    | Load from Risk Identification     | M   |                    |
| <b>Risk Driver/Root cause</b>                           | Load from Risk Identification     | M   |                    |
| <b>Consequence/Impact definition</b>                    | Load from Risk Identification     | M   |                    |
| <b>Existing Mitigation</b>                              | Load from Risk Identification     | M   |                    |
| <b>Inherent risk rating</b>                             | Load from Risk Identification     | M   |                    |
| <b>Tolerance Level /Risk Appetite</b>                   | Load from Risk Tolerance/Appetite | M   |                    |
| <b>Additional Mitigation Measure /Activities</b>        | Load from Risk Treatment          | M   |                    |
| <b>By when (expected date/period of implementation)</b> | Load from Risk Treatment          | M   |                    |
| <b>Resources Required for effective risk management</b> | Load from Risk Treatment          | M   |                    |

| Action Plan                                 |                              |   |   |
|---|------------------------------|---|---|
| Action undertaken to mitigate risk          | User Entry, Text Field       | M |   |
| Date (Actual date/period of implementation) | User Entry, Text Field       | M |   |
| By Whom                                     | User Entry, Text Field       | M |   |
| Action                                      | Dropdown (Verified / Reject) | M | The action will be applicable for the selected records.   |
| Comment                                     | User Entry. Text Field       | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.4.11 Risk Monitoring and Review by Director

The Director verifies the monitoring details of risk treatment action plans. It will be submitted to RMO.

| Field  | Field Type                        | M/O | Additional Remarks |
|--|-----------------------------------|-----|--------------------|
| Focus Area                                       | Load from Risk Identification     | M   |                    |
| Strategic Objective                              | Load from Risk Identification     | M   |                    |
| Risk Reference Code/Number                       | System Generated                  | M   |                    |
| Risk description                                 | Load from Risk Identification     | M   |                    |
| Risk Category                                    | Load from Risk Identification     | M   |                    |
| Risk Driver/Root cause                           | Load from Risk Identification     | M   |                    |
| Consequence/Impact definition                    | Load from Risk Identification     | M   |                    |
| Existing Mitigation                              | Load from Risk Identification     | M   |                    |
| Inherent risk rating                             | Load from Risk Identification     | M   |                    |
| Tolerance Level /Risk Appetite                   | Load from Risk Tolerance/Appetite | M   |                    |
| Additional Mitigation Measure /Activities        | Load from Risk Treatment          | M   |                    |
| By when (expected date/period of implementation) | Load from Risk Treatment          | M   |                    |
| Resources Required for effective risk management | Load from Risk Treatment          | M   |                    |
| Action Plan                                      |                                   |     |                    |
| Action undertaken to mitigate risk               | User Entry, Text Field            | M   |                    |
| Date (Actual date/period of implementation)      | User Entry, Text Field            | M   |                    |

|                |                              |   |   |
|----------------|------------------------------|---|---|
| <b>By Whom</b> | User Entry, Text Field       | M |   |
| <b>Action</b>  | Dropdown (Verified / Reject) | M | The action will be applicable for the selected records.   |
| <b>Comment</b> | User Entry. Text Field       | O | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.4.12 Risk Monitoring and Review by RMO

The RMO verifies the monitoring details of risk treatment action plans. It will be submitted to peer committee for review and RMO will capture the comments in the system.

| Field   | Field Type                        | M/O | Additional Remarks |
|---|-----------------------------------|-----|--------------------|
| <b>Focus Area</b>                                       | Load from Risk Identification     | M   |                    |
| <b>Strategic Objective</b>                              | Load from Risk Identification     | M   |                    |
| <b>Risk Reference Code/Number</b>                       | System Generated                  | M   |                    |
| <b>Risk description</b>                                 | Load from Risk Identification     | M   |                    |
| <b>Risk Category</b>                                    | Load from Risk Identification     | M   |                    |
| <b>Risk Driver/Root cause</b>                           | Load from Risk Identification     | M   |                    |
| <b>Consequence/Impact definition</b>                    | Load from Risk Identification     | M   |                    |
| <b>Existing Mitigation</b>                              | Load from Risk Identification     | M   |                    |
| <b>Inherent risk rating</b>                             | Load from Risk Identification     | M   |                    |
| <b>Tolerance Level /Risk Appetite</b>                   | Load from Risk Tolerance/Appetite | M   |                    |
| <b>Additional Mitigation Measure /Activities</b>        | Load from Risk Treatment          | M   |                    |
| <b>By when (expected date/period of implementation)</b> | Load from Risk Treatment          | M   |                    |
| <b>Resources Required for effective risk management</b> | Load from Risk Treatment          | M   |                    |
| <b>Action Plan</b>                                      |                                   |     |                    |
| <b>Action undertaken to mitigate risk</b>               | User Entry, Text Field            | M   |                    |
| <b>Date (Actual date/period of implementation)</b>      | User Entry, Text Field            | M   |                    |



|   |                        |   |  |
|---|------------------------|---|--|
| <b>By Whom</b>                                  | User Entry, Text Field | M |  |
| <b>Review of effectiveness of actions taken</b> | User Entry, Text Field | M |  |
| <b>Reviewed By</b>                              | User Entry, Text Field | M |  |

#### 2.4.13 Residual Assessment

The Risk Coordinator will conduct the residual assessment to evaluate the risk after treatment.

| Field                                 | Field Type                        | M/O | Additional Remarks |
|---------------------------------------|-----------------------------------|-----|--------------------|
| <b>Focus Area</b>                     | Load from Risk Identification     | M   |                    |
| <b>Strategic Objective</b>            | Load from Risk Identification     | M   |                    |
| <b>Risk Reference Code/Number</b>     | System Generated                  | M   |                    |
| <b>Risk description</b>               | Load from Risk Identification     | M   |                    |
| <b>Risk Category</b>                  | Load from Risk Identification     | M   |                    |
| <b>Risk Driver/Root cause</b>         | Load from Risk Identification     | M   |                    |
| <b>Consequence/Impact definition</b>  | Load from Risk Identification     | M   |                    |
| <b>Existing Mitigation</b>            | Load from Risk Identification     | M   |                    |
| <b>Inherent risk rating</b>           | Load from Risk Identification     | M   |                    |
| <b>Tolerance Level /Risk Appetite</b> | Load from Risk Tolerance/Appetite | M   |                    |
| <b>Additional Action</b>              | Load from Risk Treatment          | M   |                    |
| <b>Opportunity</b>                    | Load from Risk Treatment          | M   |                    |
| <b>Treatment</b>                      | Load from Risk Treatment          | M   |                    |
| <b>Justification</b>                  | Load from Risk Treatment          | M   |                    |
| <b>Residual Likelihood</b>            | User Entry, Dropdown              | M   |                    |
| <b>Residual Consequences</b>          | User Entry, Dropdown              | M   |                    |
| <b>Residual Score</b>                 | System Generate the Score         | M   |                    |

#### 2.4.14 Residual Assessment Review by HOD

The head of department reviews the assessment details captured by Risk Coordinator. Forwards the details to director for verification.

| Field                          | Field Type                        | M/O | Additional Remarks  |
|--------------------------------|-----------------------------------|-----|---|
| Focus Area                     | Load from Risk Identification     | M   |   |
| Strategic Objective            | Load from Risk Identification     | M   |   |
| Risk Reference Code/Number     | System Generated                  | M   |   |
| Risk description               | Load from Risk Identification     | M   |   |
| Risk Category                  | Load from Risk Identification     | M   |   |
| Risk Driver/Root cause         | Load from Risk Identification     | M   |   |
| Consequence/Impact definition  | Load from Risk Identification     | M   |   |
| Existing Mitigation            | Load from Risk Identification     | M   |   |
| Inherent risk rating           | Load from Risk Identification     | M   |   |
| Tolerance Level /Risk Appetite | Load from Risk Tolerance/Appetite | M   |   |
| Additional Action              | Load from Risk Treatment          | M   |   |
| Opportunity                    | Load from Risk Treatment          | M   |   |
| Treatment                      | Load from Risk Treatment          | M   |   |
| Justification                  | Load from Risk Treatment          | M   |   |
| Residual Likelihood            | Load from residual assessment     | M   |   |
| Residual Consequences          | Load from residual assessment     | M   |   |
| Residual Score                 | Load from residual assessment     | M   |   |
| Action                         | Dropdown (Verified / Reject)      | M   | The action will be applicable for the selected records.   |
| Comment                        | User Entry. Text Field            | O   | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.4.15 Residual Assessment Verification by Director

The director verifies the assessment details forwarded by head of department. Forwards the details to RMO for verification.

| Field                          | Field Type                        | M/O | Additional Remarks  |
|--------------------------------|-----------------------------------|-----|---|
| Focus Area                     | Load from Risk Identification     | M   |   |
| Strategic Objective            | Load from Risk Identification     | M   |   |
| Risk Reference Code/Number     | System Generated                  | M   |   |
| Risk description               | Load from Risk Identification     | M   |   |
| Risk Category                  | Load from Risk Identification     | M   |   |
| Risk Driver/Root cause         | Load from Risk Identification     | M   |   |
| Consequence/Impact definition  | Load from Risk Identification     | M   |   |
| Existing Mitigation            | Load from Risk Identification     | M   |   |
| Inherent risk rating           | Load from Risk Identification     | M   |   |
| Tolerance Level /Risk Appetite | Load from Risk Tolerance/Appetite | M   |   |
| Additional Action              | Load from Risk Treatment          | M   |   |
| Opportunity                    | Load from Risk Treatment          | M   |   |
| Treatment                      | Load from Risk Treatment          | M   |   |
| Justification                  | Load from Risk Treatment          | M   |   |
| Residual Likelihood            | Load from residual assessment     | M   |   |
| Residual Consequences          | Load from residual assessment     | M   |   |
| Residual Score                 | Load from residual assessment     | M   |   |
| Action                         | Dropdown (Verified / Reject)      | M   | The action will be applicable for the selected records.   |
| Comment                        | User Entry. Text Field            | O   | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.4.16 Residual Assessment Verification by RMO

The RMO verifies the assessment details forwarded by director. For any corrections it can be send back to the coordinator.

| Field                          | Field Type                        | M/O | Additional Remarks  |
|--------------------------------|-----------------------------------|-----|---|
| Focus Area                     | Load from Risk Identification     | M   |   |
| Strategic Objective            | Load from Risk Identification     | M   |   |
| Risk Reference Code/Number     | System Generated                  | M   |   |
| Risk description               | Load from Risk Identification     | M   |   |
| Risk Category                  | Load from Risk Identification     | M   |   |
| Risk Driver/Root cause         | Load from Risk Identification     | M   |   |
| Consequence/Impact definition  | Load from Risk Identification     | M   |   |
| Existing Mitigation            | Load from Risk Identification     | M   |   |
| Inherent risk rating           | Load from Risk Identification     | M   |   |
| Tolerance Level /Risk Appetite | Load from Risk Tolerance/Appetite | M   |   |
| Additional Action              | Load from Risk Treatment          | M   |   |
| Opportunity                    | Load from Risk Treatment          | M   |   |
| Treatment                      | Load from Risk Treatment          | M   |   |
| Justification                  | Load from Risk Treatment          | M   |   |
| Residual Likelihood            | Load from residual assessment     | M   |   |
| Residual Consequences          | Load from residual assessment     | M   |   |
| Residual Score                 | Load from residual assessment     | M   |   |
| Action                         | Dropdown (Verified / Reject)      | M   | The action will be applicable for the selected records.   |
| Comment                        | User Entry. Text Field            | O   | The comment will be applicable for the selected records. Comment will be mandatory once rejected. Max. characters is 500. |

#### 2.4.17 Final Remarks by RMO

The risk remain high after residual assessment will be forwarded to management outside system by RMO. The management decision and final remarks will be captured in the system by RMO. Management decision status (Implemented / Partially Implemented/ Not Implemented) should be updated at a later stage by RMO.

#### **2.4.18 Risk Register Updating**

The Risk Register carryforwards from the previous year. The register carries forward risk with Risk Ref. Code /Number, Risk description and Risk Category. The residual assessment of the previous year becomes the current year inherent rating.

#### **2.4.19 Reports**

- Risk Register
- Risk Treatment Report
- Risk Monitoring Reports

## 2.5 GIS Module

The GIS module will have on-spot data capturing facility. The data will be captured by the regional officers and shared with the central database accessed by the directorate.

### 2.5.1 Inspections/support supervisions/enforcement activity

#### 2.5.1.1 Pre-inspection [New Drug Shop]

Regional Officers can capture the details of activity as specified below.

| Field  | Field Type                                | M/O | Additional Remarks                       |
|--|---|-----|--|
| Inspection Date  | User Entry, Date Field                    | M   |  |
| Inspection Time  | User Entry, Time Field                    | M   |  |
| Name of Applicant  | User Entry, Text Field                    | M   |  |
| Name of Business   | User Entry, Text Field                    | M   |  |
| <b>Physical Location of Premises of the Business</b>             |   |     |  |
| Road/Street  | User Entry, Text Field                    | M   |  |
| Zone   | User Entry, Text Field                    | M   |  |
| Village  | User Entry, Text Field                    | M   |  |
| Country  | User Entry, Text Field                    | M   |  |
| District   | User Entry, Dropdown                      | M   |  |
| Tel. No.   | User Entry, Text Field                    | M   |  |
| Email  | User Entry, Text Field                    | M   |  |
| GPS Location   | System get current location               | M   |  |
| Product Classification   | User Entry, Dropdown<br>[Human/Vet/Other] | M   | Others, please specify                   |
| <b>Particulars of nearest pharmacy to the proposed premises</b>  |   |     |  |
| Name   | User Entry, Text Field                    | M   |  |
| Road/Street  | User Entry, Text Field                    | M   |  |
| Distance from the proposed drug shop premises (km)               | System Generated                          | M   | GPS Location will be added by the system |
| <b>Particulars of nearest drug shop to the proposed premises</b> |   |     |  |
| Name   | User Entry, Text Field                    | M   |  |
| Road/Street  | User Entry, Text Field                    | M   |  |
| Distance from the proposed drug shop premises (km)               | System Generated                          | M   | GPS Location will be added by the system |
| Name of Inspector  | User Entry, Text Field                    | M   |  |
| Approval by Head Regions/Regional Manager                        | User Entry, Dropdown                      | M   | [Approved/Not Approved]                  |
| Comments   | User Entry, Text Field                    | O   |  |

|                             |                        |   |                         |
|-----------------------------|------------------------|---|-------------------------|
| <b>Approval by Director</b> | User Entry, Dropdown   | M | [Approved/Not Approved] |
| <b>Comments</b>             | User Entry, Text Field | O |                         |

### 2.5.1.2 Pre-inspection [New Pharmacy]

Regional Officers can capture the details of activity as specified below.

| Field   | Field Type   | M/O | Additional Remarks                       |
|---|--|-----|--|
| <b>Inspection Date</b>  | User Entry, Date Field   | M   |  |
| <b>Inspection Time</b>  | User Entry, Time Field   | M   |  |
| <b>Name of Applicant</b>  | User Entry, Text Field   | M   |  |
| <b>Name of Business</b>   | User Entry, Text Field   | M   |  |
| <b>Physical Location of Premises of the Business</b>                                    |  |     |  |
| <b>Road/Street</b>  | User Entry, Text Field   | M   |  |
| <b>Zone</b>   | User Entry, Text Field   | M   |  |
| <b>Village</b>  | User Entry, Text Field   | M   |  |
| <b>Country</b>  | User Entry, Text Field   | M   |  |
| <b>District</b>   | User Entry, Dropdown   | M   |  |
| <b>Tel. No.</b>   | User Entry, Text Field   | M   |  |
| <b>Email</b>  | User Entry, Text Field   | M   |  |
| <b>GPS Location</b>   | System get current location  | M   |  |
| <b>Category of Premises</b>   | User Entry, Dropdown<br>[Retail/Wholesale/Medical<br>Device/Annex Store] | M   |  |
| <b>Product Classification</b>   | User Entry, Dropdown<br>[Human/Vet/Other]                                | M   | Others, please specify                   |
| <b>Particulars of nearest pharmacy to the proposed premises [provision to add more]</b> |  |     |  |
| <b>Name</b>   | User Entry, Text Field   | M   |  |
| <b>Road/Street</b>  | User Entry, Text Field   | M   |  |
| <b>Distance from the proposed pharmacy premises (km)</b>                                | System Generated   | M   | GPS Location will be added by the system |
| <b>Name of Inspector</b>  | User Entry, Text Field   | M   |  |
| <b>Inspector's Recommendation</b>   | User Entry, Text Field   | M   |  |
| <b>Approval by Head Regions/Regional Manager</b>  | User Entry, Dropdown   | M   | [Approved/Not Approved]                  |
| <b>Comments</b>   | User Entry, Text Field   | O   |  |
| <b>Approval by Director</b>   | User Entry, Dropdown   | M   | [Approved/Not Approved]                  |
| <b>Comments</b>   | User Entry, Text Field   | O   |  |

### 2.5.1.3 Pre-inspection [New Manufacturing Unit]

Regional Officers can capture the details of activity as specified below.

| Field  | Field Type  | M/O | Additional Remarks     |
|--|---|-----|------------------------|
| Inspection Date                                      | User Entry, Date Field  | M   |                        |
| Inspection Time                                      | User Entry, Time Field  | M   |                        |
| Name of Applicant                                    | User Entry, Text Field  | M   |                        |
| Name of Business                                     | User Entry, Text Field  | M   |                        |
| <b>Physical Location of Premises of the Business</b> |   |     |                        |
| Road/Street  | User Entry, Text Field  | M   |                        |
| Zone   | User Entry, Text Field  | M   |                        |
| Village  | User Entry, Text Field  | M   |                        |
| Country  | User Entry, Text Field  | M   |                        |
| District   | User Entry, Dropdown  | M   |                        |
| Tel. No.   | User Entry, Text Field  | M   |                        |
| Email  | User Entry, Text Field  | M   |                        |
| GPS Location   | System get current location   | M   |                        |
| Category of Premises                                 | User Entry, Dropdown [FPP<br>API<br>Herbal<br>Surgical Instruments] | M   |                        |
| Product Classification                               | User Entry, Dropdown<br>[Human/Vet/Other]                           | M   | Others, please specify |
| Recommendation                                       | User Entry, Text Field  | M   |                        |
| Name of Inspector                                    | User Entry, Text Field  | M   |                        |

#### 2.5.1.4 Relocation [New Pharmacy]

Regional Officers can capture the details of activity as specified below.

| Field  | Field Type                  | M/O | Additional Remarks |
|--|-----------------------------|-----|--------------------|
| Inspection Date  | User Entry, Date Field      | M   |                    |
| Inspection Time  | User Entry, Time Field      | M   |                    |
| Name of Applicant  | User Entry, Text Field      | M   |                    |
| Name of Business   | User Entry, Text Field      | M   |                    |
| <b>Current Physical Location of Premises of the Business</b> |                             |     |                    |
| Road/Street  | User Entry, Text Field      | M   |                    |
| Zone   | User Entry, Text Field      | M   |                    |
| Village  | User Entry, Text Field      | M   |                    |
| Country  | User Entry, Text Field      | M   |                    |
| District   | User Entry, Dropdown        | M   |                    |
| Tel. No.   | User Entry, Text Field      | M   |                    |
| Email  | User Entry, Text Field      | M   |                    |
| GPS Location   | System get current location | M   |                    |
| <b>Proposed new location of premises of the business</b>     |                             |     |                    |



|  |   |   |  |
|--|---|---|--|
| <b>Road/Street</b>   | User Entry, Text Field  | M |  |
| <b>Zone</b>  | User Entry, Text Field  | M |  |
| <b>Village</b>   | User Entry, Text Field  | M |  |
| <b>Country</b>   | User Entry, Text Field  | M |  |
| <b>District</b>  | User Entry, Dropdown  | M |  |
| <b>Tel. No.</b>  | User Entry, Text Field  | M |  |
| <b>Email</b>   | User Entry, Text Field  | M |  |
| <b>GPS Location</b>  | System get current location   | M |  |
| <b>Category of Premises</b>  | User Entry, Dropdown<br>[Retail/Wholesale/Medical Device/Annex Store] | M |  |
| <b>Product Classification</b>  | User Entry, Dropdown<br>[Human/Vet/Other]                             | M | Others, please specify                   |
| <b>Particulars of nearest pharmacy to the proposed premises [provision to add mre]</b> |   |   |  |
| <b>Name</b>  | User Entry, Text Field  | M |  |
| <b>Road/Street</b>   | User Entry, Text Field  | M |  |
| <b>Distance from the proposed pharmacy premises (km)</b>                               | System Generated  | M | GPS Location will be added by the system |
| <b>Name of Inspector</b>   | User Entry, Text Field  | M |  |
| <b>Inspector's Recommendation</b>  | User Entry, Text Field  | M |  |
| <b>Approval by Head Regions/Regional Manager</b>                                       | User Entry, Dropdown  | M | [Approved/Not Approved]                  |
| <b>Comments</b>  | User Entry, Text Field  | O |  |
| <b>Approval by Director</b>  | User Entry, Dropdown  | M | [Approved/Not Approved]                  |
| <b>Comments</b>  | User Entry, Text Field  | O |  |

### 2.5.1.5 Relocation [Drug Shop]

Regional Officers can capture the details of activity as specified below.

| Field  | Field Type             | M/O | Additional Remarks |
|--|------------------------|-----|--------------------|
| <b>Inspection Date</b>                                       | User Entry, Date Field | M   |                    |
| <b>Inspection Time</b>                                       | User Entry, Time Field | M   |                    |
| <b>Name of Applicant</b>                                     | User Entry, Text Field | M   |                    |
| <b>Name of Business</b>                                      | User Entry, Text Field | M   |                    |
| <b>Current Physical Location of Premises of the Business</b> |                        |     |                    |
| <b>Road/Street</b>   | User Entry, Text Field | M   |                    |
| <b>Zone</b>  | User Entry, Text Field | M   |                    |
| <b>Village</b>   | User Entry, Text Field | M   |                    |
| <b>Country</b>   | User Entry, Text Field | M   |                    |
| <b>District</b>  | User Entry, Dropdown   | M   |                    |
| <b>Tel. No.</b>  | User Entry, Text Field | M   |                    |

|  |   |   |  |
|--|---|---|--|
| Email  | User Entry, Text Field                    | M |  |
| GPS Location   | System get current location               | M |  |
| <b>Proposed new location of premises of the business</b>         |   |   |  |
| Road/Street  | User Entry, Text Field                    | M |  |
| Zone   | User Entry, Text Field                    | M |  |
| Village  | User Entry, Text Field                    | M |  |
| Country  | User Entry, Text Field                    | M |  |
| District   | User Entry, Dropdown                      | M |  |
| Tel. No.   | User Entry, Text Field                    | M |  |
| Email  | User Entry, Text Field                    | M |  |
| GPS Location   | System get current location               | M |  |
| Product Classification   | User Entry, Dropdown<br>[Human/Vet/Other] | M | Others, please specify                   |
| <b>Particulars of nearest pharmacy to the proposed premises</b>  |   |   |  |
| Name   | User Entry, Text Field                    | M |  |
| Road/Street  | User Entry, Text Field                    | M |  |
| Distance from the proposed drug shop premises (km)               | System Generated                          | M | GPS Location will be added by the system |
| <b>Particulars of nearest drug shop to the proposed premises</b> |   |   |  |
| Name   | User Entry, Text Field                    | M |  |
| Road/Street  | User Entry, Text Field                    | M |  |
| Distance from the proposed drug shop premises (km)               | System Generated                          | M | GPS Location will be added by the system |
| Name of Inspector  | User Entry, Text Field                    | M |  |
| Inspector's Recommendation                                       | User Entry, Text Field                    | M |  |
| Approval by Head Regions/Regional Manager                        | User Entry, Dropdown                      | M | [Approved/Not Approved]                  |
| Comments   | User Entry, Text Field                    | O |  |
| Approval by Director   | User Entry, Dropdown                      | M | [Approved/Not Approved]                  |
| Comments   | User Entry, Text Field                    | O |  |

#### 2.5.1.6 Compliance Support Supervision

Regional Officers can capture the details of activity as specified below.

| Field             | Field Type                      | M/O | Additional Remarks |
|-------------------|---------------------------------|-----|--------------------|
| Inspection Date   | User Entry, Date Field          | M   |                    |
| Inspection Time   | User Entry, Time Field          | M   |                    |
| Name of Inspector | System loads from login details | M   |                    |
| GPS Location      | System get current location     | M   |                    |

|   |                        |   |  |
|---|------------------------|---|--|
| <b>Region</b>                                 | User Entry, Dropdown   | M | Regions will load from Region Master   |
| <b>District</b>                               | User Entry, Dropdown   | M | District will load from District Master  |
| <b>Facility Details</b>                       |                        |   |  |
| <b>Name of Facility</b>                       | User Entry, Text Field | M |  |
| <b>Facility Status</b>                        | User Entry, Dropdown   | M | [Open/ Closed].<br>If closed no other data will be collected.  |
| <b>Person found at facility</b>               | User Entry, Dropdown   | M | [In-charge / (Attendant/Operator)]   |
| <b>Name</b>                                   | User Entry, Text Field | M |  |
| <b>Contact</b>                                | User Entry, Text Field | M |  |
| <b>Qualifications</b>                         | User Entry, Text Field | M |  |
| <b>Category of Facility</b>                   | User Entry, Dropdown   | M | [ Wholesale Pharmacy<br>Retail Pharmacy<br>Drug Shop<br>External stores<br>Hospital<br>HCIV<br>HCIII<br>Clinic<br>Herbal selling outlet<br>Shift Market<br>Pharmaceutical/Medical Device<br>Manufacturing premise<br>Others] |
| <b>Licensed/Unlicensed</b>                    | User Entry, Dropdown   | M | [Licensed / Un-Licensed / Not-Applicable (for outlets not licensed by NDA)<br>If licensed collect license number.<br>If unlicensed, indicate was previously licensed / illegal   |
| <b>Category of Drugs</b>                      | User Entry, Dropdown   | M | [Medical Device<br>Veterinary drugs<br>Human drugs<br>Public Healthcare products<br>Herbal drugs]  |
| <b>Compliance Support Supervision Details</b> |                        |   |  |
| <b>Condition of Premises</b>                  | User Entry, Dropdown   | M | Poor<br>Fair<br>Good<br>Excellent  |
| <b>Record Keeping</b>                         | User Entry, Dropdown   | M | Poor   |

|                           |                      |   |   |
|---------------------------|----------------------|---|---|
|                           |                      |   | Fair<br>Good<br>Excellent   |
| <b>Class of Drugs</b>     | User Entry, Dropdown | M | A/B/C   |
| <b>Unregistered Drugs</b> | User Entry, Dropdown | M | Present/Not Present   |
| <b>Actions</b>            | User Entry, Dropdown | M | Closed<br>Outlet abandoned by owner<br>Impounded<br>Suspect arrested<br>No action taken |

### 2.5.1.7 Renewal

Regional Officers can capture the details of activity as specified below.

| Field                           | Field Type                      | M/O | Additional Remarks  |
|---------------------------------|---------------------------------|-----|---|
| <b>Inspection Date</b>          | User Entry, Date Field          | M   |   |
| <b>Inspection Time</b>          | User Entry, Time Field          | M   |   |
| <b>Name of Inspector</b>        | System loads from login details | M   |   |
| <b>GPS Location</b>             | System get current location     | M   |   |
| <b>Region</b>                   | User Entry, Dropdown            | M   | Regions will load from Region Master  |
| <b>District</b>                 | User Entry, Dropdown            | M   | District will load from District Master   |
| <b>Facility Details</b>         |                                 |     |   |
| <b>Name of Facility</b>         | User Entry, Text Field          | M   |   |
| <b>Facility Status</b>          | User Entry, Dropdown            | M   | [Open/ Closed].<br>If closed no other data will be collected.   |
| <b>Person found at facility</b> | User Entry, Dropdown            | M   | [In-charge / (Attendant/Operator)]  |
| <b>Name</b>                     | User Entry, Text Field          | M   |   |
| <b>Contact</b>                  | User Entry, Text Field          | M   |   |
| <b>Qualifications</b>           | User Entry, Text Field          | M   |   |
| <b>Category of Facility</b>     | User Entry, Dropdown            | M   | [ Wholesale Pharmacy<br>Retail Pharmacy<br>Drug Shop<br>External stores<br>Surgical Instruments Outlets]          |
| <b>Licensed/Unlicensed</b>      | User Entry, Dropdown            | M   | [Licensed / Un-Licensed / Not-Applicable (for outlets not licensed by NDA)<br>If licensed collect license number. |

|                              |                      |   |   |
|------------------------------|----------------------|---|---|
|                              |                      |   | If unlicensed, indicate was previously licensed / illegal   |
| Category of Drugs            | User Entry, Dropdown | M | [Medical Device<br>Veterinary drugs<br>Human drugs<br>Public Healthcare products<br>Herbal drugs<br>Surgical Instruments] |
| <b>Licensing Details</b>     |                      |   |   |
| Condition of Premises        | User Entry, Dropdown | M | Poor<br>Fair<br>Good<br>Excellent   |
| Record Keeping               | User Entry, Dropdown | M | Poor<br>Fair<br>Good<br>Excellent   |
| Recommendation for Licensing | User Entry           | M | For Licensing / Not Recommended for Licensing   |

#### 2.5.1.8 Enforcement

Regional Officers can capture the details of activity as specified below.

| Field                    | Field Type                      | M/O | Additional Remarks  |
|--------------------------|---------------------------------|-----|---|
| Inspection Date          | User Entry, Date Field          | M   |   |
| Inspection Time          | User Entry, Time Field          | M   |   |
| Name of Inspector        | System loads from login details | M   |   |
| GPS Location             | System get current location     | M   |   |
| Region                   | User Entry, Dropdown            | M   | Regions will load from Region Master                          |
| District                 | User Entry, Dropdown            | M   | District will load from District Master                       |
| <b>Facility Details</b>  |                                 |     |   |
| Name of Facility         | User Entry, Text Field          | M   |   |
| Facility Status          | User Entry, Dropdown            | M   | [Open/ Closed].<br>If closed no other data will be collected. |
| Person found at facility | User Entry, Dropdown            | M   | [In-charge / (Attendant/Operator)]                            |
| Name                     | User Entry, Text Field          | M   |   |
| Contact                  | User Entry, Text Field          | M   |   |
| Qualifications           | User Entry, Text Field          | M   |   |

|                          |                                    |   |   |
|--------------------------|------------------------------------|---|---|
| Category of Facility     | User Entry, Dropdown               | M | [ Wholesale Pharmacy<br>Retail Pharmacy<br>Drug Shop<br>External stores<br>Hospital<br>HCIV<br>HCIII<br>Clinic<br>Herbal selling outlet<br>Shift Market Operator<br>Pharmaceutical/Medical Device<br>Manufacturing premise<br>Others[Specify Others]] |
| Licensed/Unlicensed      | User Entry, Dropdown               | M | [Licensed / Un-Licensed / Not-Applicable (for outlets not licensed by NDA)<br>If licensed collect license number.<br>If unlicensed, indicate was previously licensed / illegal  |
| Category of Drugs        | User Entry, Dropdown               | M | [Medical Device<br>Veterinary drugs<br>Human drugs<br>Public Healthcare products<br>Herbal drugs]   |
| Enforcement Action Taken | User Entry, Dropdown [Select many] | M | Impound<br>Arrest<br>Close<br>Initiated Court Case<br>No action taken<br>Caution<br>Warning Letter  |
| Comments                 | User Entry, Text Field             | O |   |

### 2.5.1.9 GPP(Good Pharmaceutical Practice)

Regional Officers can capture the details of activity as specified below.

| Field             | Field Type                      | Additional Remarks |                               |
|-------------------|---------------------------------|--------------------|-------------------------------|
|                   |                                 | M/O                |                               |
| Inspection Date   | User Entry, Date Field          | M                  |                               |
| Inspection Time   | User Entry, Time Field          | M                  |                               |
| Name of Inspector | System loads from login details | M                  |                               |
| GPS Location      | System get current location     | M                  |                               |
| Region            | User Entry, Dropdown            | M                  | Regions will load from Region |

|                          |                        |   |  |
|--------------------------|------------------------|---|--|
|                          |                        |   | Master   |
| <b>District</b>          | User Entry, Dropdown   | M | District will load from District Master  |
| <b>Facility Details</b>  |                        |   |  |
| Name of Facility         | User Entry, Text Field | M |  |
| Facility Status          | User Entry, Dropdown   | M | [Open/ Closed].<br>If closed no other data will be collected.  |
| Person found at facility | User Entry, Dropdown   | M | [In-charge / (Attendant/Operator)]   |
| Name                     | User Entry, Text Field | M |  |
| Contact                  | User Entry, Text Field | M |  |
| Qualifications           | User Entry, Text Field | M |  |
| Category of Facility     | User Entry, Dropdown   | M | [ Retail Pharmacy<br>Drug Shop<br>Hospital<br>HCIV<br>HCIII<br>Clinic<br>]   |
| Licensed/Unlicensed      | User Entry, Dropdown   | M | [Licensed / Un-Licensed / Not-Applicable (for outlets not licensed by NDA)<br>If licensed collect license number.<br>If unlicensed, indicate was previously licensed / illegal |
| Category of Drugs        | User Entry, Dropdown   | M | [Medical Device<br>Veterinary drugs<br>Human drugs<br>Public Healthcare products<br>Herbal drugs]  |
| <b>GPP Details</b>       |                        |   |  |
| Facility Type            | User Entry, Dropdown   | M | Public Facility<br>Private Facility  |
| Certification Status     | User Entry, Dropdown   | M | Certified<br>Not certified   |
| Recommended for GPP      | User Entry, Dropdown   | M | GPP Certification<br>Not recommended for GPP Certification   |

#### 2.5.1.10 GDP(Good Distribution Practice)

Regional Officers can capture the details of activity as specified below.

| Field                    | Field Type                      | M/O | Additional Remarks   |
|--------------------------|---------------------------------|-----|--|
| Inspection Date          | User Entry, Date Field          | M   |  |
| Inspection Time          | User Entry, Time Field          | M   |  |
| Name of Inspector        | System loads from login details | M   |  |
| GPS Location             | System get current location     | M   |  |
| Region                   | User Entry, Dropdown            | M   | Regions will load from Region Master   |
| District                 | User Entry, Dropdown            | M   | District will load from District Master  |
| <b>Facility Details</b>  |                                 |     |  |
| Name of Facility         | User Entry, Text Field          | M   |  |
| Facility Status          | User Entry, Dropdown            | M   | [Open/ Closed].<br>If closed no other data will be collected.  |
| Person found at facility | User Entry, Dropdown            | M   | [In-charge / (Attendant/Operator)]   |
| Name                     | User Entry, Text Field          | M   |  |
| Contact                  | User Entry, Text Field          | M   |  |
| Qualifications           | User Entry, Text Field          | M   |  |
| Category of Facility     | User Entry, Dropdown            | M   | [ Wholesale Pharmacy<br>Retail Pharmacy<br>Drug Shop<br>External stores<br>Hospital<br>HCIV<br>HCIII<br>]  |
| Licensed/Unlicensed      | User Entry, Dropdown            | M   | [Licensed / Un-Licensed / Not-Applicable (for outlets not licensed by NDA)<br>If licensed collect license number.<br>If unlicensed, indicate was previously licensed / illegal |
| Category of Drugs        | User Entry, Dropdown            | M   | [Medical Device<br>Veterinary drugs<br>Human drugs<br>Public Healthcare products<br>Herbal drugs]  |
| <b>GDP Details</b>       |                                 |     |  |
| Facility Type            | User Entry, Dropdown            | M   | Public Facility<br>Private Facility  |



|                      |                      |   |   |
|----------------------|----------------------|---|---|
| Certification Status | User Entry, Dropdown | M | Certified<br>Not certified                                    |
| Recommended for GDP  | User Entry, Dropdown | M | GDP Certification<br>Not recommended for GDP<br>Certification |

### 2.5.1.11 Herbal Inspections

Regional Officers can capture the details of activity as specified below.

| Field                    | Field Type                      | M/O | Additional Remarks   |
|--------------------------|---------------------------------|-----|--|
| <b>Inspection Date</b>   | User Entry, Date Field          | M   |  |
| <b>Inspection Time</b>   | User Entry, Time Field          | M   |  |
| <b>Name of Inspector</b> | System loads from login details | M   |  |
| <b>GPS Location</b>      | System get current location     | M   |  |
| <b>Region</b>            | User Entry, Dropdown            | M   | Regions will load from Region Master   |
| <b>District</b>          | User Entry, Dropdown            | M   | District will load from District Master  |
| <b>Facility Details</b>  |                                 |     |  |
| Name of Facility         | User Entry, Text Field          | M   |  |
| Facility Status          | User Entry, Dropdown            | M   | [Open/ Closed].<br>If closed no other data will be collected.  |
| Person found at facility | User Entry, Dropdown            | M   | [In-charge / (Attendant/Operator)]   |
| Name                     | User Entry, Text Field          | M   |  |
| Contact                  | User Entry, Text Field          | M   |  |
| Qualifications           | User Entry, Text Field          | M   |  |
| Category of Facility     | User Entry, Dropdown            | M   | [ Herbal Selling Outlet<br>Herbal Manufacturing Unit<br>]  |
| Licensed/Unlicensed      | User Entry, Dropdown            | M   | [Licensed / Un-Licensed / Not-Applicable (for outlets not licensed by NDA)<br>If licensed collect license number.<br>If unlicensed, indicate was previously licensed / illegal |
| Activity Carried Out     | Table, Tick the options         | M   | [Cultivation of medicinal plant materials<br>Collection and storage of medicinal plant material<br>Manufacture of API  |

|                                      |                      |   |   |
|--------------------------------------|----------------------|---|---|
|                                      |                      |   | Manufacture of herbal medicine<br>Packaging<br>Importing<br>Laboratory testing<br>Herbal Selling to the community<br>Other..... |
| <b>Recommendation</b>                |                      |   |   |
| Recommended for Herbal Certification | User Entry, Dropdown | M | Herbal Certification Recommended<br>Not recommended for Herbal Certification<br>Pending CAPA                                    |
| Comment                              |                      | O |   |
|                                      |                      |   |   |

#### 2.5.1.12 Post Market Surveillance Activity

Regional Officers can capture the details of activity as specified below.

| Field                    | Field Type                      | M/O | Additional Remarks  |
|--------------------------|---------------------------------|-----|---|
| <b>Inspection Date</b>   | User Entry, Date Field          | M   |   |
| <b>Inspection Time</b>   | User Entry, Time Field          | M   |   |
| <b>Name of Inspector</b> | System loads from login details | M   |   |
| <b>GPS Location</b>      | System get current location     | M   |   |
| <b>Region</b>            | User Entry, Dropdown            | M   | Regions will load from Region Master  |
| <b>District</b>          | User Entry, Dropdown            | M   | District will load from District Master   |
| <b>Facility Details</b>  |                                 |     |   |
| Name of Facility         | User Entry, Text Field          | M   |   |
| Facility Status          | User Entry, Dropdown            | M   | [Open/ Closed].<br>If closed no other data will be collected.                       |
| Person found at facility | User Entry, Dropdown            | M   | [In-charge / (Attendant/Operator)]  |
| Name                     | User Entry, Text Field          | M   |   |
| Contact                  | User Entry, Text Field          | M   |   |
| Qualifications           | User Entry, Text Field          | M   |   |
| Category of Facility     | User Entry, Dropdown            | M   | [ Wholesale Pharmacy<br>Retail Pharmacy<br>Drug Shop<br>External stores<br>Hospital |

|                                   |                          |   |  |
|-----------------------------------|--------------------------|---|--|
|                                   |                          |   | HCIV<br>HCIII<br>Clinic<br>Herbal selling outlet<br>Shift Market<br>Pharmaceutical/Medical Device<br>Manufacturing premise<br>Others]  |
| Licensed/Unlicensed               | User Entry, Dropdown     | M | [Licensed / Un-Licensed / Not-Applicable (for outlets not licensed by NDA)<br>If licensed collect license number.<br>If unlicensed, indicate was previously licensed / illegal |
| PMS Activity Carries Out          | User Entry, Dropdown     | M | Sampling<br>Follow-up on recall<br>Complaint investigation<br>Others (Specify)<br>None   |
| Category of Drugs                 | User Entry, Dropdown     | M | [Medical Device<br>Veterinary drugs<br>Human drugs<br>Public Healthcare products<br>Herbal drugs]  |
| <b>Sampling</b>                   |                          |   |  |
| Category of Product Samples       | User Entry, Dropdown     | M | Medical Device<br>Veterinary drugs<br>Human drugs<br>Public Healthcare products<br>Herbal drugs  |
| Name of Product Sampled           | User Entry, Text Field   | M |  |
| Number of Samples Collected       | User Entry, Number Field | M |  |
| Batch Number of Samples Collected | User Entry, Text Field   | M |  |
| <b>Follow up on recall</b>        |                          |   |  |
| Product being followed up         | User Entry, Text Field   | M |  |
| Comment on over all follow up     | User Entry, Text Field   | M |  |
| <b>Complaint investigation</b>    |                          |   |  |
| Product complaint investigated    | User Entry, Text Field   | M |  |
| <b>Others</b>                     |                          |   |  |
| Specify Activity                  | User Entry, Text Field   | M |  |

## 2.5.2 Radio Talk Shows

| Field                 | Field Type                      | M/O | Additional Remarks                      |
|-----------------------|---------------------------------|-----|---|
| Inspection Date       | User Entry, Date Field          | M   |   |
| Inspection Time       | User Entry, Time Field          | M   |   |
| Name of Inspector     | System loads from login details | M   |   |
| GPS Location          | System get current location     | M   |   |
| Region                | User Entry, Dropdown            | M   | Regions will load from Region Master    |
| District              | User Entry, Dropdown            | M   | District will load from District Master |
| Name of Radio Company | User Entry, Text Field          | M   |   |
| Topic of Discussion   | User Entry, Dropdown            | M   |   |

## 2.5.3 Sensitization Meetings

| Field                  | Field Type                      | M/O | Additional Remarks                      |
|------------------------|---------------------------------|-----|---|
| Inspection Date        | User Entry, Date Field          | M   |   |
| Inspection Time        | User Entry, Time Field          | M   |   |
| Name of Inspector      | System loads from login details | M   |   |
| GPS Location           | System get current location     | M   |   |
| Region                 | User Entry, Dropdown            | M   | Regions will load from Region Master    |
| District               | User Entry, Dropdown            | M   | District will load from District Master |
| Venue/Location         | User Entry, Text Field          | M   |   |
| Topic of Discussion    | User Entry, Dropdown            | M   |   |
| Number of Participants | User Entry, Numeric Field       | M   |   |

## 2.5.4 Reports

- Report on each activity
- Map Report on each activity based on GIS coordinates

## 2.6 Project Management Module

### 2.6.1 Project Initiation

The M& E officer can create a project and assign a project manager at the stage of initiation.

| Field               | Field Type                                | M/O | Additional Remarks                      |
|---------------------|---|-----|---|
| Project Code        | System Generated                          | M   |   |
| Project Name        | User Entry, Text Field                    | M   |   |
| Type                | User Entry, Dropdown                      | M   | [Construction/ Service / Work Programs] |
| Project Section     | User Entry, Text Field                    | M   |   |
| Program             | User Entry, Dropdown                      | M   |   |
| Sub Program         | User Entry, Dropdown                      | M   |   |
| Department / Unit   | User Entry, Dropdown                      | M   | Select from department master.          |
| Directorate         | System load from Department / Unit Master | M   |   |
| Description         | User Entry, Text Field                    | M   |   |
| Project Manager     | User Entry, Dropdown                      | M   | Select from User Master                 |
| Project Start Date  | User Entry, Date Filed                    | M   |   |
| Project End Date    | User Entry, Date Field                    | M   |   |
| Duration (Days)     | System Generated                          | M   | It will only consider the working days  |
| Project Members     | User Entry, Text Field                    | M   |   |
| Budget Code         | User Entry, Text Field                    | M   |   |
| Total Budgeted Cost | User Entry, Numeric Field                 | M   |   |

### 2.6.2 Project Plan

The Project Manager can create a project plan including activities, resources, risk, and cost based.

| Field              | Field Type                   | M/O | Additional Remarks             |
|--------------------|------------------------------|-----|--------------------------------|
| Project Code       | System Generated             | M   |                                |
| Project Name       | Load from Project Initiation | M   |                                |
| Type               | Load from Project Initiation | M   |                                |
| Program            | Load from Project Initiation | M   |                                |
| Sub Program        | Load from Project Initiation | M   |                                |
| Department / Unit  | Load from Project Initiation | M   | Select from department master. |
| Directorate        | Load from Project Initiation | M   |                                |
| Description        | Load from Project Initiation | M   |                                |
| Project Manager    | Load from Project Initiation | M   | Select from User Master        |
| Project Start Date | Load from Project Initiation | M   |                                |
| Project End Date   | Load from Project Initiation | M   |                                |
| Duration (Days)    | Load from Project Initiation | M   |                                |

|                            |   |   |                                    |
|----------------------------|---|---|------------------------------------|
| <b>Project Members</b>     | Load from Project Initiation                          | M |                                    |
| <b>Budget Code</b>         | Load from Project Initiation                          | M |                                    |
| <b>Total Budgeted Cost</b> | Load from Project Initiation                          | M |                                    |
| <b>Project Plan Date</b>   | User Entry, Date Field                                | M |                                    |
| <b>Activity Plan</b>       |   |   |                                    |
| <b>Activity</b>            | User Entry, Text Field                                | M |                                    |
| <b>Start Date</b>          | User Entry, Date Field                                | M |                                    |
| <b>End Date</b>            | User Entry, Date Field                                | M |                                    |
| <b>Days</b>                | System Find No. Days based on start date and end date | M |                                    |
| <b>Responsible Person</b>  | User Entry, Text Field                                | M |                                    |
| <b>Cost</b>                | User Entry, Numeric Field                             | M |                                    |
| <b>Resources Required</b>  |   |   |                                    |
| <b>Risks Identified</b>    |   |   |                                    |
| <b>Risk Description</b>    | User Entry, Text Field                                | M |                                    |
| <b>Risk Rank</b>           | User Entry, Dropdown                                  | M |                                    |
| <b>Payment Schedule</b>    |   |   |                                    |
| <b>Amount</b>              | User Entry, Numeric Field                             | M |                                    |
| <b>Due Date</b>            | User Entry, Date Field                                | M |                                    |
| <b>Activity</b>            | User Entry, Dropdown                                  | M | Select from the list of activities |
| <b>Documents</b>           | Attach Documents                                      | M |                                    |

### 2.6.3 Project Implementation

Project Manager can concurrently update the project status based of activities, payment basis.

| Field                      | Field Type                   | M/O | Additional Remarks             |
|----------------------------|------------------------------|-----|--------------------------------|
| <b>Project Code</b>        | System Generated             | M   |                                |
| <b>Project Name</b>        | Load from Project Initiation | M   |                                |
| <b>Type</b>                | Load from Project Initiation | M   |                                |
| <b>Project Section</b>     | User Entry, Text Field       | M   |                                |
| <b>Program</b>             | Load from Project Initiation | M   |                                |
| <b>Sub Program</b>         | Load from Project Initiation | M   |                                |
| <b>Department / Unit</b>   | Load from Project Initiation | M   | Select from department master. |
| <b>Directorate</b>         | Load from Project Initiation | M   |                                |
| <b>Description</b>         | Load from Project Initiation | M   |                                |
| <b>Project Manager</b>     | Load from Project Initiation | M   | Select from User Master        |
| <b>Project Start Date</b>  | Load from Project Initiation | M   |                                |
| <b>Project End Date</b>    | Load from Project Initiation | M   |                                |
| <b>Duration (Days)</b>     | Load from Project Initiation | M   |                                |
| <b>Project Members</b>     | Load from Project Initiation | M   |                                |
| <b>Budget Code</b>         | Load from Project Initiation | M   |                                |
| <b>Total Budgeted Cost</b> | Load from Project Initiation | M   |                                |

|                               |                           |   |   |
|-------------------------------|---------------------------|---|---|
| <b>Project Plan Date</b>      | Load from Project Plan    | M |   |
| <b>Plan</b>                   |                           |   |   |
| <b>Activity</b>               | Load from Project Plan    | M |   |
| <b>Start Date</b>             | Load from Project Plan    | M |   |
| <b>Days</b>                   | Load from Project Plan    | M |   |
| <b>End Date</b>               | Load from Project Plan    | M |   |
| <b>Responsible Person</b>     | Load from Project Plan    | M |   |
| <b>Completion Status</b>      | User Entry, Dropdown      | M | [Completed / Partially Completed / Not Started] |
| <b>Completion Percentage</b>  | User Entry, Numeric Field | M |   |
| <b>Actual Completion Date</b> | User Entry, Date Field    | M |   |
| <b>Justification</b>          | User Entry, Text Field    | O |   |
| <b>Risks Identified</b>       |                           |   |   |
| <b>Risk Description</b>       | Load from Project Plan    | M |   |
| <b>Risk Rank</b>              | Load from Project Plan    | M |   |
| <b>Risk Status</b>            | User Entry, Dropdown      | M | [ Mitigated / Not Mitigated]                    |
| <b>Justification</b>          | User Entry, Text Field    | O |   |
| <b>Payment Schedule</b>       |                           |   |   |
| <b>Description</b>            | Load from Project Plan    | M |   |
| <b>Amount</b>                 | Load from Project Plan    | M |   |
| <b>Due Date</b>               | Load from Project Plan    | M |   |
| <b>Payment Status</b>         | User Entry, Dropdown      | M | [Paid / Not Paid]                               |
| <b>Payment Date</b>           | User Entry, Date Field    | M |   |
| <b>Overall Comments</b>       | User Entry, Text Field    | O |   |
| <b>Documents</b>              | Attach Documents          | M |   |

## 2.6.4 Project Submittal Tracker

| Field                     | Field Type                   | M/O | Additional Remarks             |
|---------------------------|------------------------------|-----|--------------------------------|
| <b>Project Code</b>       | System Generated             | M   |                                |
| <b>Project Name</b>       | Load from Project Initiation | M   |                                |
| <b>Type</b>               | Load from Project Initiation | M   |                                |
| <b>Project Section</b>    | User Entry, Text Field       | M   |                                |
| <b>Program</b>            | Load from Project Initiation | M   |                                |
| <b>Sub Program</b>        | Load from Project Initiation | M   |                                |
| <b>Department / Unit</b>  | Load from Project Initiation | M   | Select from department master. |
| <b>Directorate</b>        | Load from Project Initiation | M   |                                |
| <b>Description</b>        | Load from Project Initiation | M   |                                |
| <b>Project Manager</b>    | Load from Project Initiation | M   | Select from User Master        |
| <b>Project Start Date</b> | Load from Project Initiation | M   |                                |
| <b>Project End Date</b>   | Load from Project Initiation | M   |                                |
| <b>Duration (Days)</b>    | Load from Project Initiation | M   |                                |

|  |  |   |  |
|--|--|---|--|
| <b>Project Members</b>                                     | Load from Project Initiation           | M |  |
| <b>Budget Code</b>   | Load from Project Initiation           | M |  |
| <b>Total Budgeted Cost</b>                                 | Load from Project Initiation           | M |  |
| <b>Project Plan Date</b>                                   | Load from Project Plan                 | M |  |
| <b>Submittal Tracker</b>                                   |  |   |  |
| <b>Submittal description</b>                               | User Entry, Text Field                 | M |  |
| <b>Task Owner</b>  | User Entry, Text Field                 | M |  |
| <b>Task Description</b>                                    | User Entry, Text Field                 | M |  |
| <b>Date Submittal Received</b>                             | User Entry, Date Field                 | M |  |
| <b>Date Action Taken</b>                                   | User Entry, Date Field                 | M |  |
| <b>Date Submittal Paid/communicated</b>                    | User Entry, Date Field                 | O |  |
| <b>Expected Days for Submittal to be paid/communicated</b> | User Entry, Numeric Field              | M |  |
| <b>variance (days)</b>                                     | System Generated                       | M |  |
| <b>Status</b>  | User Entry, Dropdown [Paid / Not Paid] | M |  |
| <b>Amount Requested</b>                                    | User Entry, Numeric Field              | M |  |
| <b>Amount Paid</b>   | User Entry, Numeric Field              | M |  |

## 2.6.5 Project Activity Schedule

| Field                      | Field Type                   | M/O | Additional Remarks             |
|----------------------------|------------------------------|-----|--------------------------------|
| <b>Project Code</b>        | System Generated             | M   |                                |
| <b>Project Name</b>        | Load from Project Initiation | M   |                                |
| <b>Type</b>                | Load from Project Initiation | M   |                                |
| <b>Project Section</b>     | User Entry, Text Field       | M   |                                |
| <b>Program</b>             | Load from Project Initiation | M   |                                |
| <b>Sub Program</b>         | Load from Project Initiation | M   |                                |
| <b>Department / Unit</b>   | Load from Project Initiation | M   | Select from department master. |
| <b>Directorate</b>         | Load from Project Initiation | M   |                                |
| <b>Description</b>         | Load from Project Initiation | M   |                                |
| <b>Project Manager</b>     | Load from Project Initiation | M   | Select from User Master        |
| <b>Project Start Date</b>  | Load from Project Initiation | M   |                                |
| <b>Project End Date</b>    | Load from Project Initiation | M   |                                |
| <b>Duration (Days)</b>     | Load from Project Initiation | M   |                                |
| <b>Project Members</b>     | Load from Project Initiation | M   |                                |
| <b>Budget Code</b>         | Load from Project Initiation | M   |                                |
| <b>Total Budgeted Cost</b> | Load from Project Initiation | M   |                                |
| <b>Activity Schedule</b>   |                              |     |                                |
| <b>Task</b>                | User Entry, Text Field       | M   |                                |
| <b>Task Owner</b>          | User Entry, Text Field       | M   |                                |



|                    |  |   |  |
|--------------------|--|---|--|
| <b>Start Date</b>  | User Entry, Date Field                               | M |  |
| <b>End Date</b>    | User Entry, Date Field                               | M |  |
| <b>Status</b>      | User Entry, Dropdown<br>[Done/On Progress/ Not Done] | M |  |
| <b>Progress(%)</b> | System Generated                                     | M |  |

## 2.6.6 Project Monitoring and Controlling Tool

| Field                           | Field Type  | M/O | Additional Remarks             |
|---------------------------------|---|-----|--------------------------------|
| <b>Project Code</b>             | System Generated  | M   |                                |
| <b>Project Name</b>             | Load from Project Initiation                                      | M   |                                |
| <b>Type</b>                     | Load from Project Initiation                                      | M   |                                |
| <b>Project Section</b>          | User Entry, Text Field  | M   |                                |
| <b>Program</b>                  | Load from Project Initiation                                      | M   |                                |
| <b>Sub Program</b>              | Load from Project Initiation                                      | M   |                                |
| <b>Department / Unit</b>        | Load from Project Initiation                                      | M   | Select from department master. |
| <b>Directorate</b>              | Load from Project Initiation                                      | M   |                                |
| <b>Description</b>              | Load from Project Initiation                                      | M   |                                |
| <b>Project Manager</b>          | Load from Project Initiation                                      | M   | Select from User Master        |
| <b>Project Start Date</b>       | Load from Project Initiation                                      | M   |                                |
| <b>Project End Date</b>         | Load from Project Initiation                                      | M   |                                |
| <b>Duration (Days)</b>          | Load from Project Initiation                                      | M   |                                |
| <b>Project Members</b>          | Load from Project Initiation                                      | M   |                                |
| <b>Budget Code</b>              | Load from Project Initiation                                      | M   |                                |
| <b>Total Budgeted Cost</b>      | Load from Project Initiation                                      | M   |                                |
| <b>Monitoring &amp; Control</b> |   |     |                                |
| <b>Task Name</b>                | User Entry, Text Field  | M   |                                |
| <b>Duration</b>                 | User Entry, Numeric Field   | M   |                                |
| <b>Start Date</b>               | User Entry, Date Field  | M   |                                |
| <b>End Date</b>                 | User Entry, Date Field  | M   |                                |
| <b>Implementation Status</b>    | User Entry, Dropdown<br>[Completed/Work on Progress/ Not Started] | M   |                                |
| <b>Closure/Completed Date</b>   | User Entry, Date Field  | M   |                                |
| <b>Status</b>                   | System Generated [Still Time / Due Today/ Overdue]                | M   |                                |
| <b>Overdue</b>                  | System Generated  | M   | Today – Finish Date            |
| <b>Late By</b>                  | System Generated  | M   | Completed Date – Finish Date   |

## 2.6.7 Project Stakeholder Management

| Field  | Field Type                                 | M/O | Additional Remarks             |
|--|--|-----|--------------------------------|
| Project Code   | System Generated                           | M   |                                |
| Project Name   | Load from Project Initiation               | M   |                                |
| Type   | Load from Project Initiation               | M   |                                |
| Project Section                                      | User Entry, Text Field                     | M   |                                |
| Program  | Load from Project Initiation               | M   |                                |
| Sub Program  | Load from Project Initiation               | M   |                                |
| Department / Unit                                    | Load from Project Initiation               | M   | Select from department master. |
| Directorate  | Load from Project Initiation               | M   |                                |
| Description  | Load from Project Initiation               | M   |                                |
| Project Manager                                      | Load from Project Initiation               | M   | Select from User Master        |
| Project Start Date                                   | Load from Project Initiation               | M   |                                |
| Project End Date                                     | Load from Project Initiation               | M   |                                |
| Duration (Days)                                      | Load from Project Initiation               | M   |                                |
| Project Members                                      | Load from Project Initiation               | M   |                                |
| Budget Code  | Load from Project Initiation               | M   |                                |
| Total Budgeted Cost                                  | Load from Project Initiation               | M   |                                |
| <b>Stake Holder Management Matrix</b>                |  |     |                                |
| Stakeholder Name                                     | User Entry, Text Field                     | M   |                                |
| Contact Person – Name                                | User Entry, Text Field                     | M   |                                |
| Contact Person – Email                               | User Entry, Text Field                     | M   |                                |
| Contact Person – Phone                               | User Entry, Text Field                     | M   |                                |
| Contact Person – Address                             | User Entry, Text Field                     | M   |                                |
| Contact Person – Website                             | User Entry, Text Field                     | M   |                                |
| Impact   | User Entry , Dropdown<br>[High/Medium/Low] | M   |                                |
| Influence  | User Entry , Dropdown<br>[High/Medium/Low] | M   |                                |
| What is important to the stakeholder?                | User Entry, Text Field                     | M   |                                |
| How could the stakeholder contribute to the project? | User Entry, Text Field                     | M   |                                |
| How could the stakeholder block the project?         | User Entry, Text Field                     | M   |                                |
| Strategy for engaging the stakeholder                | User Entry, Text Field                     | M   |                                |

## 2.6.8 Project Risk Management

| Field                                    | Field Type                                       | M/O | Additional Remarks             |
|--|--|-----|--------------------------------|
| Project Code                             | System Generated                                 | M   |                                |
| Project Name                             | Load from Project Initiation                     | M   |                                |
| Type                                     | Load from Project Initiation                     | M   |                                |
| Project Section                          | User Entry, Text Field                           | M   |                                |
| Program                                  | Load from Project Initiation                     | M   |                                |
| Sub Program                              | Load from Project Initiation                     | M   |                                |
| Department / Unit                        | Load from Project Initiation                     | M   | Select from department master. |
| Directorate                              | Load from Project Initiation                     | M   |                                |
| Description                              | Load from Project Initiation                     | M   |                                |
| Project Manager                          | Load from Project Initiation                     | M   | Select from User Master        |
| Project Start Date                       | Load from Project Initiation                     | M   |                                |
| Project End Date                         | Load from Project Initiation                     | M   |                                |
| Duration (Days)                          | Load from Project Initiation                     | M   |                                |
| Project Members                          | Load from Project Initiation                     | M   |                                |
| Total Budgeted Cost                      | Load from Project Initiation                     | M   |                                |
| Budget Code                              | Load from Project Initiation                     | M   |                                |
| <b>Risk Management</b>                   |  |     |                                |
| Stage                                    | User Entry, Text Field                           | M   |                                |
| Risk Description                         | User Entry, Text Field                           | M   |                                |
| Risk Assessment – Likelihood             | User Entry, Dropdown<br>[Remote/Possible/Likely] | M   |                                |
| Risk Assessment – Severity               | User Entry, Dropdown<br>[Minor/Severe/Extreme]   | M   |                                |
| Risk Assessment – Rating                 | User Entry, Dropdown [Low/Medium/High]           | M   |                                |
| Consequence                              | User Entry, Text Field                           | M   |                                |
| Mitigation                               | User Entry, Text Field                           | M   |                                |
| Cost of Implementing the risk mitigation | User Entry, Text Field                           | M   |                                |
| Ownership                                | User Entry, Text Field                           | M   |                                |

## 2.6.9 Project Issue Log

| Field           | Field Type                   | M/O | Additional Remarks |
|-----------------|------------------------------|-----|--------------------|
| Project Code    | System Generated             | M   |                    |
| Project Name    | Load from Project Initiation | M   |                    |
| Type            | Load from Project Initiation | M   |                    |
| Project Section | User Entry, Text Field       | M   |                    |
| Program         | Load from Project Initiation | M   |                    |

|   |   |   |                                |
|---|---|---|--------------------------------|
| <b>Sub Program</b>                          | Load from Project Initiation  | M |                                |
| <b>Department / Unit</b>                    | Load from Project Initiation  | M | Select from department master. |
| <b>Directorate</b>                          | Load from Project Initiation  | M |                                |
| <b>Description</b>                          | Load from Project Initiation  | M |                                |
| <b>Project Manager</b>                      | Load from Project Initiation  | M | Select from User Master        |
| <b>Project Start Date</b>                   | Load from Project Initiation  | M |                                |
| <b>Project End Date</b>                     | Load from Project Initiation  | M |                                |
| <b>Duration (Days)</b>                      | Load from Project Initiation  | M |                                |
| <b>Project Members</b>                      | Load from Project Initiation  | M |                                |
| <b>Budget Code</b>                          | Load from Project Initiation  | M |                                |
| <b>Total Budgeted Cost</b>                  | Load from Project Initiation  | M |                                |
| <b>Issue Log</b>                            |   |   |                                |
| <b>ID</b>                                   | Auto Generated  | M |                                |
| <b>Issue Description</b>                    | User Entry, Text Field  | M |                                |
| <b>Priority</b>                             | User Entry, Dropdown<br>[Critical/High/Medium/Low]                      | M |                                |
| <b>Assigned To Owner</b>                    | User Entry, Text Field  | M |                                |
| <b>Expected Resolution Date</b>             | User Entry, Date Field  | M |                                |
| <b>Current Status</b>                       | User Entry, Dropdown [Open<br>/Work in Progress /Closed]                | M |                                |
| <b>Escalation Required</b>                  | User Entry, Dropdown<br>[Yes/No]  | M |                                |
| <b>Impact Summary</b>                       | User Entry, Text Field  | M |                                |
| <b>Action Steps</b>                         | User Entry, Text Field  | M |                                |
| <b>Issue Type</b>                           | User Entry, Dropdown<br>[Informational / Procedural /<br>System/ Other] | M |                                |
| <b>Date Identified</b>                      | User Entry, Date Field  | M |                                |
| <b>Assoc ID</b>                             | User Entry, Text Field  | M |                                |
| <b>Entered By</b>                           | User Entry, Text Field  | M |                                |
| <b>Actual Resolution Date</b>               | User Entry, Date Field  | M |                                |
| <b>Final Resolution &amp;<br/>Rationale</b> | User Entry, Text Field  | M |                                |

## 2.6.10 Project Closing

| <b>Field</b>           | <b>Field Type</b>            | <b>M/O</b> | <b>Additional Remarks</b> |
|------------------------|------------------------------|------------|---------------------------|
| <b>Project Code</b>    | System Generated             | M          |                           |
| <b>Project Name</b>    | Load from Project Initiation | M          |                           |
| <b>Type</b>            | Load from Project Initiation | M          |                           |
| <b>Project Section</b> | User Entry, Text Field       | M          |                           |
| <b>Program</b>         | Load from Project Initiation | M          |                           |

|                               |                                  |   |                                |
|-------------------------------|----------------------------------|---|--------------------------------|
| <b>Sub Program</b>            | Load from Project Initiation     | M |                                |
| <b>Department / Unit</b>      | Load from Project Initiation     | M | Select from department master. |
| <b>Directorate</b>            | Load from Project Initiation     | M |                                |
| <b>Description</b>            | Load from Project Initiation     | M |                                |
| <b>Project Manager</b>        | Load from Project Initiation     | M | Select from User Master        |
| <b>Project Start Date</b>     | Load from Project Initiation     | M |                                |
| <b>Project End Date</b>       | Load from Project Initiation     | M |                                |
| <b>Duration (Days)</b>        | Load from Project Initiation     | M |                                |
| <b>Project Members</b>        | Load from Project Initiation     | M |                                |
| <b>Budget Code</b>            | Load from Project Initiation     | M |                                |
| <b>Total Budgeted Cost</b>    | Load from Project Initiation     | M |                                |
| <b>Project Plan Date</b>      | Load from Project Plan           | M |                                |
| <b>Plan</b>                   |                                  |   |                                |
| <b>Activity</b>               | Load from Project Plan           | M |                                |
| <b>Start Date</b>             | Load from Project Plan           | M |                                |
| <b>Days</b>                   | Load from Project Plan           | M |                                |
| <b>End Date</b>               | Load from Project Plan           | M |                                |
| <b>Responsible Person</b>     | Load from Project Plan           | M |                                |
| <b>Completion Status</b>      | Load from Project Implementation | M |                                |
| <b>Completion Percentage</b>  | Load from Project Implementation | M |                                |
| <b>Actual Completion Date</b> | Load from Project Implementation | M |                                |
| <b>Justification</b>          | Load from Project Implementation | O |                                |
| <b>Risks Identified</b>       |                                  |   |                                |
| <b>Risk Description</b>       | Load from Project Plan           | M |                                |
| <b>Risk Rank</b>              | Load from Project Plan           | M |                                |
| <b>Risk Status</b>            | Load from Project Implementation | M |                                |
| <b>Justification</b>          | Load from Project Implementation | O |                                |
| <b>Payment Schedule</b>       |                                  |   |                                |
| <b>Description</b>            | Load from Project Plan           | M |                                |
| <b>Amount</b>                 | Load from Project Plan           | M |                                |
| <b>Due Date</b>               | Load from Project Plan           | M |                                |
| <b>Payment Status</b>         | Load from Project Implementation | M | [Paid / Not Paid]              |
| <b>Payment Date</b>           | Load from Project Implementation | M |                                |
| <b>Project Closing</b>        |                                  |   |                                |
| <b>Project Closing Date</b>   | User Entry, Date Field           | M |                                |

|   |                        |   |  |
|---|------------------------|---|--|
| <b>Challenges Faced</b>                     | User Entry, Text Field | M |  |
| <b>Recommendation &amp; Lessons Learned</b> | User Entry, Text Field | M |  |
| <b>Other Comments</b>                       | User Entry, Text Field | M |  |
| <b>Documents</b>                            | Attach Documents       | M |  |

### 2.6.11 Researches

The M&E department can capture researched conducted related to projects.

| Field                  | Field Type             | M/O | Additional Remarks          |
|------------------------|------------------------|-----|-----------------------------|
| <b>Research Code</b>   | System Generated       | M   |                             |
| <b>Topic</b>           | User Entry, Text Field | M   |                             |
| <b>Agenda</b>          |                        |     |                             |
| <b>Objective</b>       | User Entry, Text Field | M   |                             |
| <b>Recommendation</b>  | User Entry, Text Field | M   |                             |
| <b>Actions Done</b>    | User Entry, Text Field | M   |                             |
| <b>Status</b>          | User Entry, Dropdown   | M   | [Completed / Not Completed] |
| <b>Agenda</b>          | Attach Documents       | M   |                             |
| <b>Research Report</b> | Attach Document        |     |                             |

### 2.6.12 Reports

- Project List
- Project Status
- Project Implementation Report
- Project Budget Variances
- Project Issue Log
- Project Progress Report
- Project Final Report
- Project Review Report
- Research Reports
- Issue Log Report [Total No. of Issues, Issues Addressed, Issues Pending, Not Implemented, Timeline]

### 2.6.13 Reference Documents to attach

- Contract/ MOU
- Project Review Report (Analysis of Gaps)
- Project Commencement Letter
- Inception Report
- User Manuals

- As-built Drawings
- Project Design Flow Chart
- Project Organogram
- Project Completion Certificate
- Post Completion Progress Report
- Impact Evaluation Report
- Concept
- Inception Plan
- Work Plan
- Project Review Report
- End of Program Report
- Project Charter [Project Inception]
- Contract Management Reports
- Project Handover Report
- Contract Management Report

### 3 NON - FUNTIONAL REQUIREMENTS

| Non-functional Requirement                        | Requirement Description   |
|---|---|
| <b>Operational Requirement</b>                    | <ul style="list-style-type: none"> <li>Specific in-country operational / process requirements will need to be taken into account.</li> </ul>  |
| <b>Supportability / Maintainability</b>           | <ul style="list-style-type: none"> <li>The system must be as generic as possible so that it can be plugged into supporting peripherals with minimum changes</li> </ul>  |
| <b>Reliability</b>                                | <ul style="list-style-type: none"> <li>24 x 7 availability</li> </ul>   |
| <b>Backup</b>                                     | <ul style="list-style-type: none"> <li>This should be carried out as per current processes for backend NDA systems.</li> </ul>  |
| <b>Disaster Recovery (DR)</b>                     | <ul style="list-style-type: none"> <li>This should be carried out as per current processes for backend NDA systems.</li> </ul>  |
| <b>Performance</b>                                | <ul style="list-style-type: none"> <li>The product should conform to industry &amp;NDA standards</li> </ul>   |
| <b>Learning / Training</b>                        | <ul style="list-style-type: none"> <li>Users/ Operator: FTL will train all NDA Key users/operators to use the system.</li> <li>Admin Training: FTL will train the IT staff to administer and trouble shoot the system.</li> </ul>   |
| <b>Security</b>                                   | <ul style="list-style-type: none"> <li>The product will need to conform to NDA Security standards and policies.</li> <li>The proposed system shall have an auditing tool to track activities in the system.</li> <li>The proposed system shall enable management of security access rights</li> </ul> |
| <b>Confidentiality / Availability / Integrity</b> | <ul style="list-style-type: none"> <li>The product will need to conform to NDA Risk and Fraud standards and policies, both from a business process and technology perspective.</li> </ul>   |
| <b>Compliance and Legislative</b>                 | <ul style="list-style-type: none"> <li>The product will need to conform to any in-country regulatory / legislative requirements.</li> <li>The product will also need to conform to the NDA standards and policies</li> </ul>  |
| <b>Reports</b>                                    | <ul style="list-style-type: none"> <li>The system will aid in preparing/extracting Reports.</li> </ul>  |



### 3.1 Software Specification

- **Database:** - Microsoft SQL Server 2019(NDA shall have to obtain licensed version of database).
- **Operating System:** - Windows Server 2019 or later.
- **Reporting Software:** - Crystal Report 11.0(Embedded within Gateway).
- **Antivirus Software:** - Any Antivirus software.
- **Additional Tools:** - Microsoft Office

### 3.2 Hardware Specification

- **Processor requirements:** - Quad Core Intel/AMD 2.0 GHZ+ 64-bit CPU
- **RAM requirements:** - Minimum - 16GB Recommended – 32 GB
- **Storage:** - Minimum 500GB (2 Partitions – (each 250 GB))