



Software User's Guide Version 2

January 2011

NOTE TO THE USER

This manual provides guidance on how to use the RuralInvest software, including the four main file types – two types of profiles and two types of full project proposals. Although each is different, they all follow the same logical steps and approach. So if you cannot find the answer you seek under the file type you are trying to complete, try looking at the manual sections for the same steps in other types. They may contain what you are looking for. You may also find it useful to try the on-screen help system (indicated with a question mark) within the RuralInvest software itself.

Both the software and this Software User's Manual are updated periodically. If this manual does not seem to match what you are seeing on the screen, it may be that this manual is an old version. This manual is based on Version 2, released in March 2011 and. Ask your administrator to update your manual or check on the Help screen (Section 13) in the software itself to see if a more recent electronic version is available.

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1. INTRODUCTION

What is RuralInvest?

A set of modules developed by FAO to support national technical staff who are helping communities, groups or individuals to identify key needs, investment priorities and specific projects for financing. The RuralInvest software is applied to Modules 2, 3 and 4.

What is the goal and function of the software?

It allows the automation of many of the calculations necessary for the financial analysis of the proposals, helps ensure that all essential elements of the proposal are included, and facilitates the evaluation and comparison of proposals.

What RuralInvest software cannot do!

The software package cannot guarantee that the information inserted is accurate or that the alternatives or risks have been carefully considered. It will simply make calculations on the basis of the data entered. It is the technician's responsibility to ensure that the data is the best available.

2. SOFTWARE REQUIREMENTS

The RuralInvest software was developed by the Food and Agriculture Organization of the United Nations (FAO) on the basis of publicly available open source software programmes and tools. It is structured as a web browser, and is expected eventually to be accessible primarily through the Internet. In many developing countries, however, Internet access is still difficult and the programme can instead be installed on any computer by the administrator of the organization utilizing RuralInvest. As an open source product, RuralInvest does not require any specific version of Microsoft Windows or other software. However, the following minimum computer capabilities are **required**:

- Operating system: Windows XP, Vista or 7. MacOS 10.6 (Snow Leopard) or greater
- CPU speed: Intel® Pentium® PIII 500 MHz
- System memory (RAM): 256MB
- 200MB available hard-disk space
- 1024x768, 32-bit true colour screen
- Internet browser Microsoft Internet Explorer 6 or Mozilla 1.5, Firefox

The following capabilities are **recommended**:

- Operating system: Windows XP, Vista or 7.
- CPU speed: Intel® Pentium® P4 2.4GHz+ or AMD 2400xp+
- System memory (RAM): 1024MB+
- 500MB+ available hard-disk space
- 1024x768, 32-bit true colour 17"+ screen
- Internet browser Microsoft Internet Explorer 7 or greater or Mozilla/Firefox 2 or greater

In order to print out the reports a black and white or, preferably, colour, printer is required. Internet access would allow completed profiles and projects to be transmitted to the head office of the agency utilizing RuralInvest.

In order to view and print the PDF reports that RuralInvest generates, Adobe Reader is required. It can be downloaded free of charge at <http://get.adobe.com/reader/>.

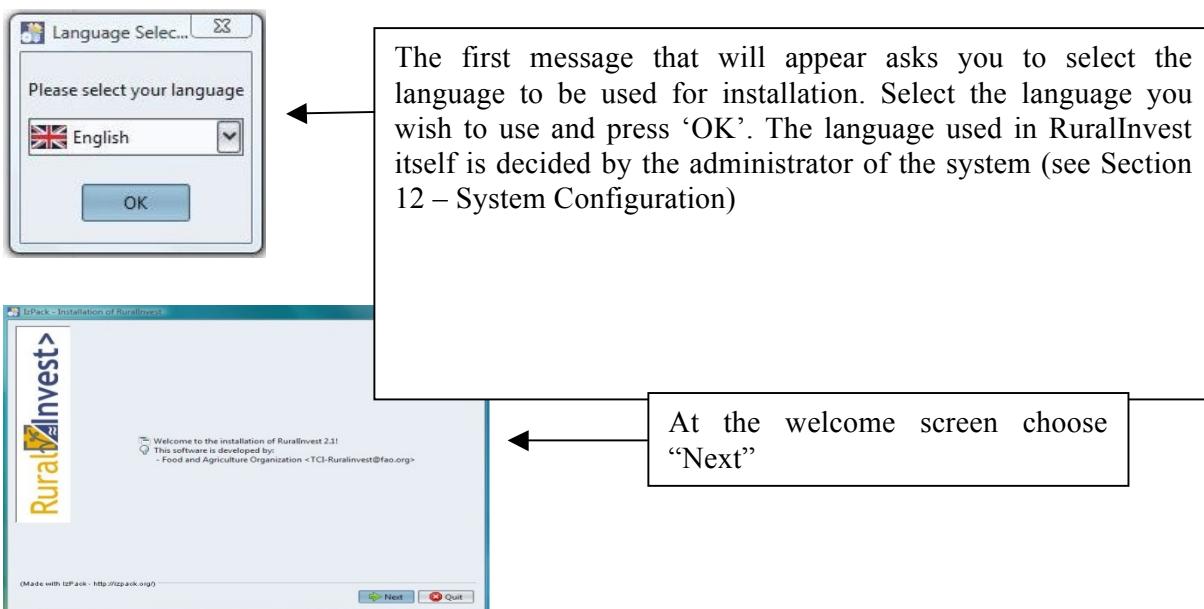
3. INSTALLING THE SOFTWARE

If you live and work in a country where internet access is sufficiently fast and reliable, your agency may have decided to provide field staff and other authorized RuralInvest users with direct access to the programme over the internet, using a password protected home site. For most developing countries, however, the easiest option for the moment is to install the software directly on each user's computer. When run directly on a computer, RuralInvest still appears in the form of a web site, but with the internet address of 'local host' (meaning that it is a one computer web). In order to install the software directly on a computer, an installation package will be provided to each user at the time of training, either in the form of a CD-ROM or on a USB pen-drive. It will normally be in a 'zip' file format. Unless you are an administrator, the version which you will require is 'user'. The number on the file (e.g. RuralInvest-2.1.11-32bit-user.zip) should be copied into your hard disk (the desktop is fine – the files can be deleted after installation is completed) and the files extracted. The extracted files will look like this:

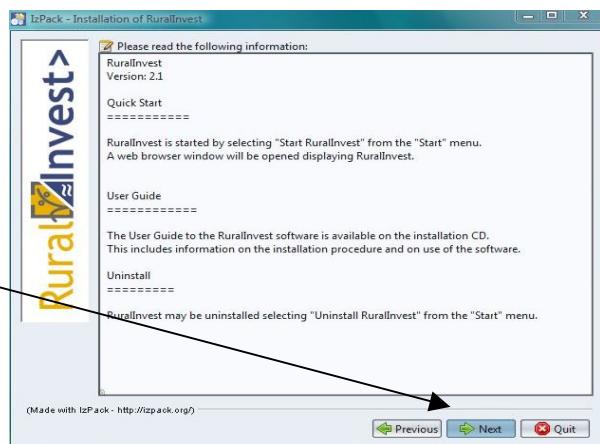
Name	Date modified	Type	Size	Tags
configuration	23/11/2010 09:52	File Folder		
jre	23/11/2010 09:52	File Folder		
lib	23/11/2010 09:53	File Folder		
QUICKSTART.html	23/10/2010 16:21	HTML Document	6 KB	
readme.txt	23/10/2010 16:21	Text Document	3 KB	
setup.bat	23/10/2010 16:21	Windows Batch File	1 KB	
setup.exe	23/10/2010 16:21	Application	28 KB	

Remember, you must have administrative privileges on many computers in order to install new programmes. If your computer was purchased by the organization you work for, you may have to request the IT department to either provide the admin password or assist you in the installation process.

Once all files are extracted, installation is started by selecting the file 'setup.exe'



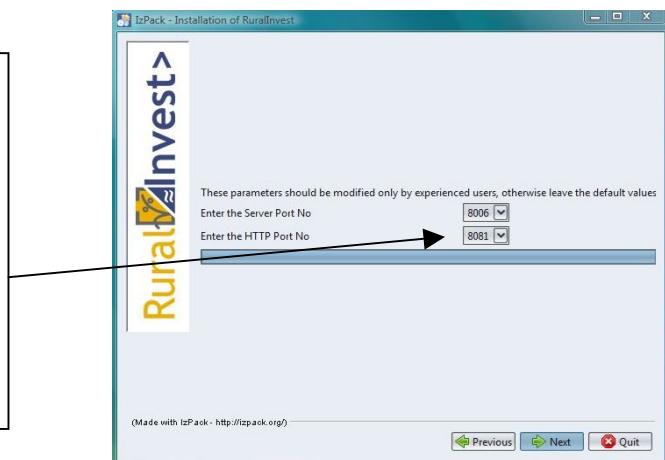
The information screen will appear once the status and availability of Java on your computer has been checked. Where necessary the installation package will update the Java on your computer. Select “Next” to continue the installation process

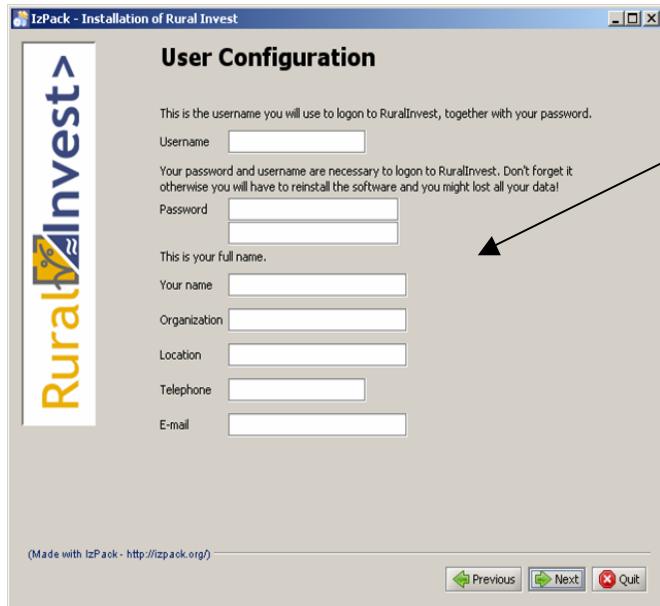


If you already have RuralInvest installed on your computer you will be offered the choice on a new installation or upgrade. **Warning:** Choosing ‘new installation’ will wipe out any profiles or projects you already have on your software, while ‘upgrade’ will leave your files and password untouched, changing only those parts of the software which have been modified. Use new installation **only** if you have lost your user name and password or need to

NOTE: The above screen will not appear when installing RuralInvest for the first time

This screen allows expert users to select the ports used by the software for creating the ‘local host’ web site. Most users should simply select ‘Next’. **Note:** If, after installing the programme, the computer states that it cannot access HTTP Port No. 8081, it may be in use by another programme. Uninstall RuralInvest and reinstall, selecting 8082, 8083 or higher.



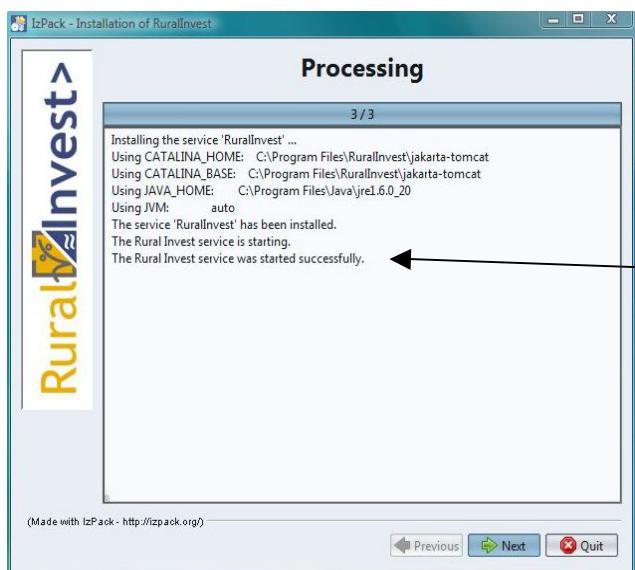
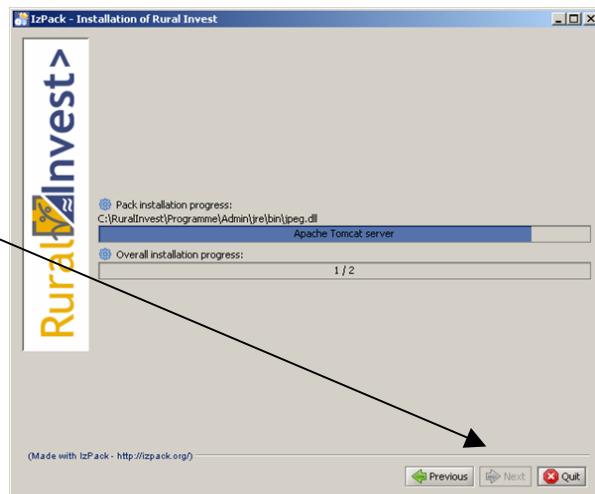


Insert your personal details into the spaces provided

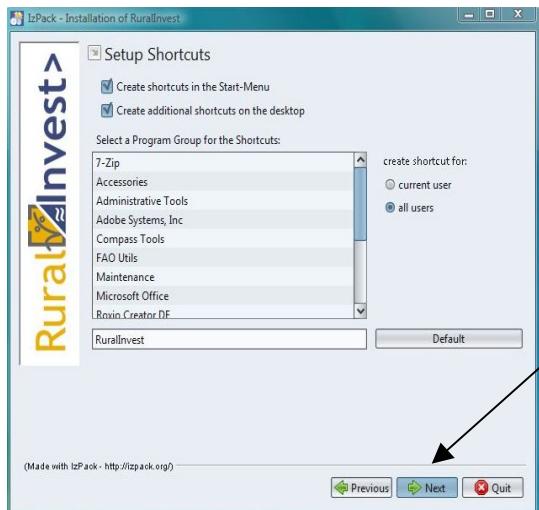
WARNING

You will be the **only** person who knows your User Name and Password. If you lose or forget them it will not be possible to open the software and you will have to reinstall the whole programme, losing any Rinv files you have not previously exported. Please make a note of your User Name and Password and keep them safe.

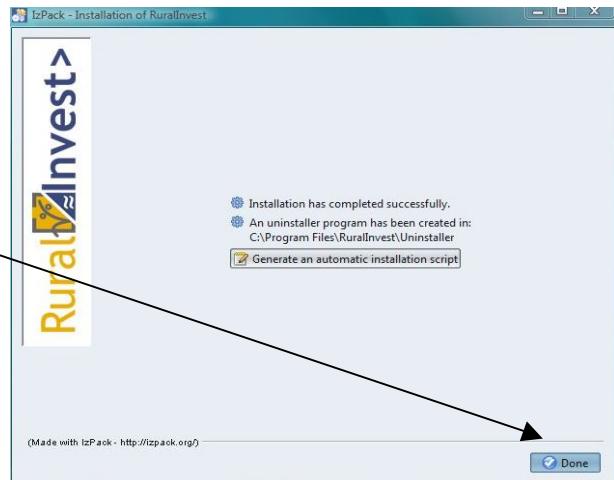
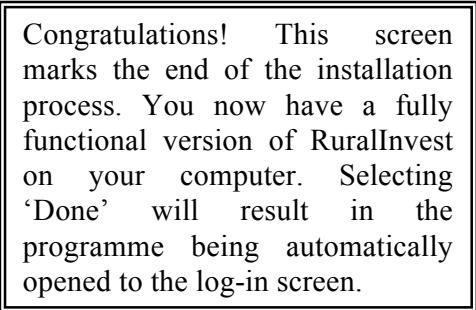
The next screen will show that installation is underway. The process will take a minute or two and comprises four stages. After installation is complete, select "Next".



Once installation of all files has completed the programme will automatically be activated and the message shown will appear. At this point, select 'Next'.



The shortcuts screen offers the opportunity to select where the RuralInvest start-up icon will appear on your computer, and who will be able to see the shortcut. Unless you have specific reasons for modifying the default provided, simply select 'Next'



4. LOGGING ON TO RURALINVEST

The RuralInvest software is a protected system, and in order to access it, you must first log-on. The log-on page looks like this:

Insert the Username and Password you selected when installing RuralInvest. Please **remember or write down** these words (but keep in a hidden place). If you forget the password you will not be able to access RuralInvest on your computer. Remember the computer distinguishes between capital and small case letters.

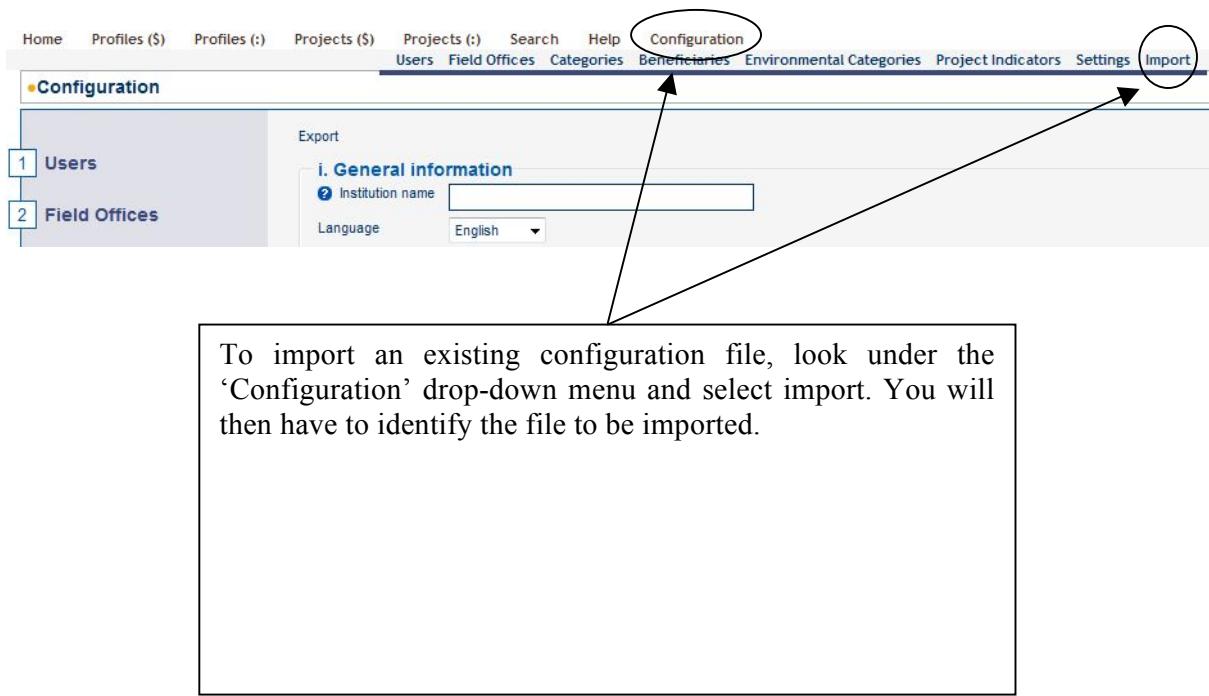
Once you have entered the user name and password, simply select 'go'.

The first time you log into RuralInvest, the computer will require you to provide the settings under which the software will operate. If you have a '**User**' version, the software will immediately ask you to specify the location of the configuration file to be imported. You cannot proceed to use the software until the settings have been imported.

Import configuration data

Please select the file you would like to import.

However, if you are using an '**Admin**' version of the software, you will be taken instead to the configuration menu where you will be offered the chance to define these settings yourself. Nevertheless, it may be easier and more convenient to import these settings from elsewhere, even if you later modify them to your own requirements. System configuration is discussed in more detail in Section 12 of this manual.



5. COMMONLY USED SYMBOL KEYS

A number of symbols are used in a number of screens throughout the RuralInvest software to identify useful operations. These are shown below:

-  The Help button will provide information related to the item next to it. Click on the button to display the help. Move the cursor away to minimize it.
-  The Edit button permits you to open an existing file, block or item to read and modify it.
-  The Delete button permits the deletion of an existing file, block or item. For whole files confirmation will be requested first, but not for individual items. Use with care!
-  The Export File button allows the export of a profile or project in a form in which it can be imported by another RuralInvest user. For example, this command could be used to send a profile or project as an attachment to an e-mail to head office.
-  The Add Item button opens a data entry screen so that a new item can be added (usually a cost or income item).
-  The Add Block button opens the features required to define and create a new block.
-  The Clone button creates an exact copy of the file or block so avoiding the need to repeat data entry for similar projects or blocks. You will be asked to give the clone a new name and can then edit it to your needs.
-  The Convert to Project button transfers all appropriate data from a profile to a full project, thus avoiding the necessity to re-enter it. Not all data is common to both profiles and projects, however, so this feature only completes a portion of the full project template.
-  The Change Position button permits the user to move cost or income items up and down the table. This is useful if you wish to manage the order in which items are displayed in the report.
-  The Export Data to Excel button allows the user to export the contents of individual tables, or formats for tables, to Excel. This is useful both for preparing data for import to RuralInvest, as well as for sending RuralInvest to other systems (e.g. MIS operations)
-  The Generate PDF output command results in the data being converted into a formatted PDF file.

6. THE HOME PAGE

Every time you log on you will find yourself taken first to the RuralInvest home page. This will show you how many completed and in-preparation profiles and projects there are on the computer. Through the home page drop-down menu, the user can:

- Access all profiles and projects which have been completed or are in preparation;
- View electronic copies of the Technical Manuals for each Module (in the language being used at the time);
- View this Software User's Manual;
- See the configuration settings for the software and, if logged on as an administrator, modify them;
- Access the Search Engine which forms the core of Module 4, allowing users to search for profiles and projects with specific characteristics and generate tables listing these files, together with the key data required;
- Connect to Useful Websites which the system administrator has defined.

The screenshot shows the RuralInvest software interface. At the top is a navigation bar with links for Home, Profiles (\$), Profiles (:), Projects (\$), Projects (:), Search, Help, and Configuration. A 'Quick Search' input field is also present. Below the navigation bar, the page is divided into several sections:

- Income generating...**: Shows a large image of two children drinking from a water source. Below it are links to Create new, In progress (31), and Show completed (24).
- Non income generating...**: Shows a smaller image of people working in a field. Below it are links to Create new, In progress (29), and Show completed (26).
- Useful weblinks**: A section with links to PCDP and PACR.
- In progress**: A table showing a list of ongoing projects with columns for Project Name, Author, and Date.
- Profile and Project sub-sections**: Under the 'Income generating...' and 'Non income generating...' sections, there are further sub-sections for Profile and Project, each with their own 'Create new', 'In progress', and 'Show completed' links.

At the bottom of the page, there are links for 'Don't miss the help text!', 'Questions?', and 'See the Frequently Asked Questions'.

All RuralInvest functions can be accessed through the drop-down menu bar at the top of the page:

This screenshot shows the same basic layout as the previous one, but with a slightly different arrangement of the menu bar items. The menu bar includes Home, Profiles (\$), Profiles (:), Projects (\$), Projects (:), Search, Help, and Configuration. A 'Welcome User' and 'Log off' link are also visible.

Placing the cursor over any of the main menu bar items will reveal a number of different options for each item. Choose one of these options, left click and it will be opened immediately. All files are divided into four types: **income generating profiles (\$)**, **non-income generating profiles (:)**, **income generating projects (\$)** & **non-income generating projects (:)**.

Create new **In progress (31)**
Show completed (24)

All types of profiles or projects (income generating or non-income generating) can be selected according to whether they are: new proposals which you are going to start now; ones started earlier but which are still in preparation, or; those which have been completed

Profiles and projects still in preparation can also be selected from those listed on the right hand side of the home page. The name of the person preparing the proposal and the date it was last worked on, are shown. Click on the name to select.

A

> In progress

Earth Dam/Water Supply	Aidan Gulliver	24/11/10	
Village Transport	Aidan Gulliver	24/11/10	

here are a number of additional features:

The name of the person currently logged on to the system will appear here (in this case 'User').

NOTE: Always log off before switching off the computer or changing to another task, otherwise RuralInvest will not be shut down properly and files could be damaged

(Welcome User) | Log off

Quick Search: project (\$)

Search Help Configuration

ting... > Useful weblinks

If you know all or part of the name of the project or profile you can enter it here

You can also search by the type of file you are seeking

7. INCOME GENERATING PROFILES

The Income Generating (IG) Profile is a rapid way of defining an investment concept that is expected to generate income for the beneficiaries. It is a simplified presentation and, unless very small, will later have to be converted into a full project for an accurate assessment of its feasibility. In many agencies using RuralInvest, the profile must be approved by a central or steering committee before the field officer can proceed to full project preparation.

Although this manual concentrates on preparing a profile using the RuralInvest software, it should always be remembered that the profile must be developed initially in collaboration with the applicants, using a blackboard or large sheets of paper. Only when the profile has been completed and discussed with the applicants should the field officer return to his/her office and enter it on the computer, using RuralInvest.

NOTE: Many elements of the IG Profile are the same as those of the Non Income Generating (NIG) profile. All differences are clearly identified under the NIG Profile section (Section 8). Where they are not identified, this section can be used as a guide for NIG profiles as well.

The easiest way to view an existing IG profile is to select *Profiles (\$)*, then *Show All* from the drop-down menu on the home page. If creating a new IG profile, select ‘Create’ instead.

If ‘Show All’ is selected, a list of existing IG profiles will be displayed, together with key information about each one. In order to study a profile in more detail, simply click on the edit button. If the table shows many indicators which have been selected by the administrator for display, it may be necessary to scroll right to see the edit button.

Profile name	Technician	Field office	Number of beneficiaries	Investment total	Investment own resources	Investment external resources	Net income after annual reserve	Years to recover investment
Irrigation Fruit & Vegetable Production	Aidan	PCDA Bamako	60	283250	4500	278750	41117.5	3.61
Test IG Profile DF	Dino	PCDA Sikasso	100	10410	5000	5410	4690.1	1.86
Copying Second IG Profile by Dino	Aidan	PCDA Sikasso	50	5102	1480	3622	780.8	3.48

The other icons at the right allow you also to export or delete the profile you select.

The IG profile comprises nine screens. Information must be entered into seven of them (the reference screen is optional and the last screen is for selecting report outputs).

The creation of all profiles commences with completing the ‘General Information’ screen. The software will not let you move to the ‘Description’ screen until this one has been filled in and saved.

Each screen must be completed and saved before moving to the next.

However, once a profile has been completed the user can select any screen they wish for viewing.

If you wish to stop, make sure you complete and save the screen before exiting the profile, or the data you have entered will be lost.

7.1 The General Information Screen

1 General Information

The General Information screen provides the basic information about the proposal – including its name, the number of beneficiaries, who prepared it and whether it can be modified by others

In the first box insert the selected profile name, the current exchange rate per US dollar and the estimated number of beneficiaries (both individuals and families).

Data on the date the file was first created, by whom and when last updated is inserted automatically by the software.

i. General Information

Profile name	<input type="text"/>	Monetary Unit per US \$
Exchange rate	<input type="text"/>	
Creation date	24/11/10 15:15	
Created by	Aidan Gulliver (FAO)	
Last updated	24/11/10 15:15	
Number of beneficiaries	<input type="text"/> people	<input type="text"/> Families

ii. Location

Field office	PCDA Bamako	District	Coastal
Region	Northern	Township	Seaville

If your agency uses field offices, select from the predefined list provided by the administrator. The administrator will also have defined the administrative areas which apply in your country (in this example: Region, District and Township). Fill in these boxes in relation to your profile.

Not all investments are completely new. Some build on existing activities (e.g. adding irrigation to an existing agricultural operation). Where this occurs it will be necessary to define both ‘with project’ and ‘without project’ scenarios so that the software can calculate the difference between the two (for further information on with and without scenarios, see the technical manuals).

Does this profile distinguish between products “with” and “without” project?

Yes No

The details of the person who is completing the profile are entered automatically by the computer, using the user data provided by the user when first logging on. Finally, you must tell the software whether you want other people who may log on to RurallInvest on the same computer to be able to modify this file.

iii. Technician

Name	John Smith
Organization	FAO
E-mail	John.Smith @fao.org
Telephone	+91 11 2354794
Location	Delhi, India

iv. Sharing

Do you want allow other users to modify this profile?

Yes No

If you select ‘No’, they will be able to see the file but not make any changes.

Once a profile is finished, you can use the option provided at the top right of the screen to clone (copy) the profile, or convert it to a full project.

[Clone this profile](#) [Convert to project](#)

Once all sections of the General Information screen are completed, the screen can be saved and you can move to the next screen. The data entered into the software is not saved until and unless you click on the blue bar at the bottom right of the screen.



WARNING: Unless you click on the blue bar, your data will NOT be saved and you will not be able to move to the next screen. You must also save a complete screen before leaving the computer for some time.

7.2 The Description Screen



The description screen offers the opportunity to describe the profile in more detail – the name of the beneficiary or beneficiaries of the proposed investment, as well as text describing their previous activities and the main objective and activities of the project. Ensure that the beneficiaries share your understanding of these objectives and activities.

Income generating profile (\$) Irrigation Fruit & Vegetable Production

1 General Information

2 Description

3 Qualitative Assessment

4 Investment Costs

5 General Costs

6 Products

7 Recommendations

8 Summary & Reports

① Name of beneficiary group or person

② Enter name of the beneficiary community, group, family or individual, as appropriate. If a group has no name, ask them to choose one.

③ Objective and Major Activities

The proposed project will pump water from a permanent river close to the community a distance of approximately 1 km. to irrigate an area of approximately 30 ha. This will be in addition to an existing hand and small engine pumped on the banks of the river which reaches a total of about 10 ha.

A single diesel pump will be used and the water carried by pipeline up a gradient for approximately one half a km. before gravity will then carry the water the rest of the distance.

Remember that most entry boxes have a help message which provides information on the data to be entered.

Each text box will scroll down as more text is entered, so you can insert as much information as you want

Remember to save the screen before leaving the profile or trying to pass to the next screen!

[» To Qualitative Assessment](#)

7.3 The Qualitative Assessment Screen

The qualitative assessment screen provides space for the entry of information on the anticipated market for the output of the eventual project, as well as for the potential environmental impact.

Remember that the person reading the proposal may know little or nothing about the area in which the project is to take place or its characteristics. It is therefore very important to provide a clear description of these features in the text boxes.

Qualitative Assessment

Anticipated market

Some of the production will be consumed in the community, but the bulk of the output will be sold in Seaville, at a distance of approximately 12 km. from the production area. Seaville has a population of over 20,000 inhabitants and currently draws the bulk its fresh fruits and vegetables from an area some 60 km away in the direction of the national capital (with which it has to compete for supplies and often receives only second grade). The existing irrigated area of 10 ha is all sold in Seaville, but there is clear demand for more supply.

Environmental Impact

The proposed irrigated area is currently farmed only in the rainy season (primarily for maize, beans and other pulses) and is normally left uncultivated (except for some pigeon pea planted earlier) in the dry season. No trees or bush would have to be cleared and agrochemical use is expected to be low.

The flow of the river has been monitored for some years by the National Hydrological Authority and the mean low season flow should be ample for off-take needs. In any case, the river flows into the sea some 5 km further downstream, with only a single fishing community (300 families) utilizing the resource. The NHA has assured both communities that the supply is adequate for both.

The assessment of the market is one of the most important steps in preparing a profile. If the applicants do not know much about the market, help them find the information they need. If you do not know how to assess potential demand, ask the RuralInvest administrator for training.

Although a detailed assessment of environmental impact is not required at the profile stage, the applicants should already be alert to any potential negative

impact the proposed project may have on local forest, water supplies, hillsides or other elements of the environment.

7.4 The Investment Screen

At the profile stage, all investment items are either goods & materials or labour & services. Insert all investments (items or costs that last more than one year) into one of these two categories.

Investment Costs

Goods & materials

Description	Unit type	Unit number	Unit cost	Total cost	Own resources	External resources	Economic life cycle	Salvage value/unit	Annual reserve
Diesel Pump	Each	1.0	65000.0	65000.0	0.0	65000.0	10.0	5000.0	6000.0
Water Piping	metre	1500.0	45.0	67500.0	0.0	67500.0	8.0	8.0	6937.5
Pump House	each	1.0	2500.0	2500.0	2500.0	0.0	12.0	250.0	187.5
Valves and Distributors	set	1.0	17500.0	17500.0	0.0	17500.0	6.0	500.0	2833.33
Drip lines	metre	8000.0	15.0	120000.0	0.0	120000.0	6.0	0.0	20000.0
Sprinkler Heads	each	250.0	35.0	8750.0	0.0	8750.0	6.0	2.5	1354.17
				281250	2500	278750			37312.5
									Add a new item

Labour & services

Description	Unit type	Unit number	Unit cost	Total cost	Own resources	External resources
Pump House	days	30.0	25.0	750.0	750.0	0.0
Laying Pipeline	days	50.0	25.0	1250.0	1250.0	0.0
				2000	2000	0
						Add a new item

To edit an existing item, select the edit icon

To insert a new item or cost, select the add item icon

Selecting the 'Add a new item'

icon, or the ‘edit’ icon will open up the data entry screen for that item. If you are not sure what each box refers to, click on the help icon or consult the technical manual.

Add a new item (Goods & materials)		
Description	Water Pump	
Unit type	each	
Unit number	2.0	
Unit cost	MnU	3,750.00 *
Total cost	MnU	7500.00
Own resources	MnU	3,000.00 -
External resources	MnU	4500.00
Economic life cycle	8.0	year(s)
Salvage value/unit	MnU	375.00
Annual reserve	MnU	843.75

The shaded boxes are calculated directly by the software. The user can not insert information in these boxes. Calculations make take a few seconds.

Do NOT enter commas or other thousands separators into the boxes, the computer will do so automatically.

The toggle feature allows you to see all other items already entered

[toggle table](#)

If an item is expected to be used more than once (e.g. unskilled labour) it is worth referencing it. This allows a change in the cost of the item to be made once, but reflected in all tables where that cost appears

This item is linked to the reference table. Changes to the associated item in the table will be automatically made to this item.

Linked
Linked to: Water Pump
[Link to a different reference item.](#)

7.5 The General Costs Screen



General (or fixed) costs are those that do not usually change as levels of production or operation increase or decrease, and include such items as management, office expenses, maintenance, rent and land tax.

Inserting general costs is similar to the process used for investments. New items can be added by selecting the ‘Add new item’ icon. The data entry table that opens up should be filled in and saved.

General Costs					
Description	Unit type	Unit number per year	Unit cost	Total cost	
Pump Maintenance	visit	2.0	800.0	1600.0	
River Monitoring	day	20.0	25.0	500.0	
Pipe maintenance	day	50.0	25.0	1250.0	
				3350	

Add a new item		
② Description	Office Expenses	
② Unit type	Month	
② Unit number per year	12	
Unit cost	MnU	450
② Total cost	MnU	5,400.00

» To Products

For many general costs, although certainly not all, the unit type is per month, as they do not change over time and they are often paid monthly.

Remember to save both the 'Add a new item' screen and - when you have inserted all items - the entire General Costs screen, before moving on to the next screen!

7.6 The Products Screen



The products step is where the products (or services) arising from the investment are defined and their details specified. These details include income, inputs and materials costs, and labour costs for the product.

The first step is to define a product (or service) by selecting the 'Add a New product' button at the top left of the screen.

Selecting this option will cause a data entry screen for the product to appear. Here you must define key features of the product or service, including its name, the unit of production, the length of the production cycle and the number of production cycles per year.

For explanations of these terms, see the on-screen help messages or look in the technical manuals.



Description (Mango Production)		
Description	Mango Production	
② Unit of Production	Ha	
② Number of units	8.0	
② Length of cycle	12.0 month(s)	
② Cycles	1.0 per year	

Save item

Once the product or service has been defined and saved, the income, materials costs and labour costs associated with that product or service can then be entered, using the 'Add a new item' icon.

[Download Excel template](#)

Mango Production

Description					
<input type="checkbox"/> Clone this product	<input checked="" type="checkbox"/> Product name	Mango Production	<input checked="" type="checkbox"/> Export data	<input type="checkbox"/> Edit description	<input type="checkbox"/> Delete product
<input checked="" type="checkbox"/> Unit of Production	Ha		<input type="checkbox"/> Length of cycle	12.0 month(s)	
<input checked="" type="checkbox"/> Number of units	8.0		<input type="checkbox"/> Cycles	1 per year	
Income (per unit of production per cycle)					
Item	Sales unit	Units sold	Unit sale price	Transport cost/unit	Total
Mangoes	Kg.	5000.0	18.0	4.5	67500.0
					67500.00
Input/Material cost (per unit of production per cycle)					
Item	Unit type	Units used	Unit cost	Transport cost/unit	Total
Agrochemicals	Kg.	140	75.0	2.0	10780.0
Water	gallon	18000	2	0	36000.0
Netting	tree	250	50	0	12500.0
					59280.00
Labour costs (per unit of production per cycle)					
Item	Unit type	Units used	Unit cost	Total	
Pruning & Maint.	day	100.0	25.0	2500.0	
Harvest	day	80	25	2000.0	

REMEMBER: All income and cost estimates must be given per unit of production (in this example per hectare) per cycle of production (in this example, per year)

When entering a new cost or income item, you can choose to link it to an existing cost in the reference table (see below) which will automatically bring in the cost data from that table. If the item is not yet in the reference table, you can choose to add it.

Do not forget to save each entry screen when you are finished entering the data – by clicking on the blue bar at the bottom of the screen - before proceeding to the next one.

7.7 The Reference Items Screen



The reference items screen differs from the other major screens in two important ways. Firstly, it is the only screen that does not have to be filled in before advancing to the next screen. That is to say, it is optional. Secondly, it can be filled in either directly (on the reference screen) or indirectly, by using the linkage button when entering data on costs and incomes in the investment, general costs or products screens (see above).

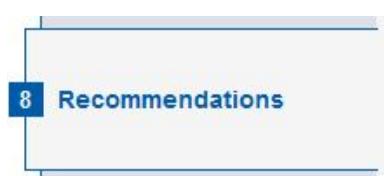
Income generating profile (\$ Community Transport Service

General Information		Reference items																									
<input type="checkbox"/> Description	<input type="checkbox"/> Qualitative Assessment	Income <table border="1"> <thead> <tr> <th>Income</th> <th>Unit type</th> <th>Unit cost</th> <th>Transport cost</th> </tr> </thead> <tbody> <tr> <td>Passenger Tickets</td> <td>person</td> <td>12.00</td> <td>0.00</td> </tr> </tbody> </table> Goods and services <table border="1"> <thead> <tr> <th>Good/service</th> <th>Unit type</th> <th>Unit cost</th> <th>Transport cost</th> </tr> </thead> <tbody> <tr> <td>Diesel Fuel</td> <td>litre</td> <td>18.00</td> <td>0.00</td> </tr> </tbody> </table> Labour <table border="1"> <thead> <tr> <th>Labour</th> <th>Unit type</th> <th>Unit cost</th> </tr> </thead> <tbody> <tr> <td>Driver</td> <td>day</td> <td>115.00</td> </tr> </tbody> </table>				Income	Unit type	Unit cost	Transport cost	Passenger Tickets	person	12.00	0.00	Good/service	Unit type	Unit cost	Transport cost	Diesel Fuel	litre	18.00	0.00	Labour	Unit type	Unit cost	Driver	day	115.00
Income	Unit type	Unit cost	Transport cost																								
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Good/service	Unit type	Unit cost	Transport cost																								
Diesel Fuel	litre	18.00	0.00																								
Labour	Unit type	Unit cost																									
Driver	day	115.00																									
<input type="checkbox"/> Investment Costs	<input type="checkbox"/> General Costs	<input type="checkbox"/> Products	<input type="checkbox"/> Reference items																								
<input type="checkbox"/> Add this item to reference table and create link.																											

» To Recommendations

Remember: If you use a cost or income item more than once the reference screen allows you to avoid re-entering the information each time, and permits you to change the cost of all similar items with one operation. For example, unskilled labour may appear as an investment cost, a general cost and a product cost. After linking it once under the investment screen, there is no need to enter details again for general or product costs – you simply select the option ‘Link to an existing reference item’ and the software will offer you those costs already linked, and you can choose ‘Unskilled Labour’. Any change made later to the cost of unskilled labour in the reference table will automatically update the cost of all items linked to that cost.

7.8 The Recommendations Screen



The recommendations screen provides the opportunity for the field technician to indicate the reasons why he/she is proposing the project. It is normally easier to fill in the text box after the initial report has been generated, so the user can write the recommendation with the results in hand.

Care should be taken to discuss both the strengths (e.g. profitability, experience of the applicants with similar activities) and weaknesses (e.g. key risks, areas where knowledge is lacking) of the proposal. This discussion will be of major help to the committee reviewing the applications and will show that the technician and applicants have thought about the implications of the project.

Recommendation	Date of recommendation	25/06/2008
<input type="radio"/> Implement without preparing project <input type="radio"/> Reject proposal <input checked="" type="radio"/> Approve for detailed project preparation		
Justification & analysis		
<p>The proposal appears to be very promising. The community already has experience in growing both vegetables and fruit trees, and the market would seem very strong. One possible cause of concern is the plan to purchase only a single pump. Should this fail during the peak irrigation season, it might cause major losses unless repairs could be effected within a few days. The nearest qualified repair person with access to parts is in the capital city, so this response speed might not be possible. It is recommended that consideration be given at full preparation to costing the use of two smaller pumps.</p>		

There are three possible options for the next step:

- Implement without preparing a full project. This option is applicable only for small investments where preparing a full project would be too costly for the size of the eventual invest and should be used only when previously indicated as a possibility by the administrator;
- Reject proposal. This would be used only rarely; if RuralInvest indicates that the proposal is infeasible, the technician should normally return to the applicants and see how it can be modified to make it work better, or if necessary, replace it with another proposal, and;
- Move to full project preparation. This is the most common recommendation selected.

7.9 The Summary and Reports Screen



The Reports step allows you to see and print the results of the process in report format (either as a PDF or as an Excel spreadsheet). You can use it for any section already completed or to generate a complete report once all steps are filled in.

Once completed, and carefully reviewed by both the field officer and the applicants, the profile and complete report can be sent electronically to head office by selecting the blue ‘Finish’ bar and

then choosing the ‘Income Generating profile – Show All’ option from the Home Page. Find the profile in the list and press the  Export File button. This will allow you to save the profile to your hard disk, or a USB pen and then attach to an e-mail to head office.

Create your own report

-  PDF  Excel - Profile summary
-  PDF  Excel - Investment detail
-  PDF  Excel - General costs detail
-  PDF  Excel - Income and costs detail by product
-  PDF  Excel - Preliminary investment, income and cost analysis
-  PDF  Excel - Recommendation
-  PDF  Excel - Complete report

Please select a report from the above list.

key indicators:

1. The projected Net Annual Income arising from the investment (total income less operating and fixed costs);
2. The projected Net Annual Income after allowing for the Investment Reserve (the IR is the amount which must be put aside each year to fund the eventual replacement of assets), and;
3. The estimated Number of Years Required to Recover the Investment.

Remember: These indicators are based on a simplified analysis which does not take into account possible changes in the project over time, or of additional costs arising from financing. They should thus be viewed as no more than an assessment of the possible feasibility of the proposed investment and should – if positive – be followed up by the more detailed project analysis (Module 3) unless the total investment cost is too low to justify spending the additional time required to prepare the full project.

Congratulations! You have completed an Income Generating Profile

8. NON INCOME GENERATING (NIG) PROFILES

A Non Income Generating (NIG) profile is similar to an Income Generating (IG) profile in many ways. It, too, offers a simplified overview of the likely feasibility of a proposed investment. However, NIG investments cannot usually pay for their own operating costs once established, so a key focus of NIG profiles is to show how much it will cost to keep the investment running, and where those resources will come from. It also provides more information about the costs per beneficiary, as this is usually very important for NIG investments.

NOTE: If an operation related to an NIG profile is not illustrated in this section, it will be identical to that discussed in relation to Income Generating (IG) profiles (Section 7) and the relevant procedures can be found in that section.

As for IG Profiles, NIG Profiles can be created or viewed in several ways: 1) selecting *Profiles (:)* -> *Show all* from the home page drop down menu, 2) selecting “Show all” from the section “*Non-income generating... profiles*”, on the home page, or 3) performing an advanced search from the *Search* page.

If the profile sought is still in progress, it can also be selected from the list given on the right hand side of the home page.

> In progress		
Earth Dam/Water Supply	Aidan Gulliver	24/11/10
Village Transport	Aidan Gulliver	24/11/10

Where the user wishes to see an existing profile, the software will provide a list of all completed profiles from which to choose.

Non income generating profiles (:)								
Profile name	Technician	Field office	Number of beneficiaries	Investment total	Investment own resources	Investment external resources	Investment per beneficiary	Annual cost per beneficiary
Community Health Aidan Centre	PCDA	Sikasso	5000	15225	3875	11350	3.04	11.66
My non-income generating profile	Dino	PCDA	100	60	0	60	0.6	1
First NIG Profile	Dino	PCDA	100	1041.27	40.02	1001.24	10.41	28.15

Any of these NIG profiles can be selected for examination in more detail by clicking on the ‘Edit’ icon

This profile has been marked as not to be shared (see next page). Only the author can edit or delete it, although others may look at the screens.

8.1 The General Information Screen

1 General Information

The general information screen is identical to that used for IG profiles (Section 7.1) and should be completed in the same manner. Insert the information in all white boxes.

The choice of field offices and the names of the geographical divisions (e.g. states, provinces, districts or municipalities) will be defined in advance by the system administrator.

Non income generating profile (: Community Health Centre

1 General Information

i. General Information

Profile name	Community Health Centre	
Exchange rate	1.5	Monetary Unit per US \$
Creation date	25/11/10 15:04	
Created by	User (FAO)	
Last updated	25/11/10 15:05	
Number of beneficiaries	4000	people
	710	Families

ii. Location

Field office	Foothills - Central	District	Greenhills
Province	Wickham	Municipality	Bass Falls

Use the blue bar on the bottom right to save the information entered and move to the next screen.

8.2 The Description Screen

2 Description

The description screen also resembles closely that of IG profiles. Note, however, that there is an extra text field to fill in: that relating to the Source of Funds. This field is important for NIG proposals because such investments usually generate little or no income which can be applied to cover operating or maintenance costs.

Under these circumstances it becomes critical for the applicants to start thinking immediately about how these costs will be financed.

iv. Source of funds

All investment funds are assumed to be provided by either the parent project or the community. Three sources of funds are foreseen for operations:

1. The cost of the nurse and the visiting doctor would be paid for by the Ministry of Health
2. The annual vaccination campaign will be paid for by 'Save the Children', an international NGO for a period of at least 10 years.
3. All visitors to the clinic will be required to pay a user fee of M 30 (approximately USD2.50) each.

8.3 The Qualitative Assessment Screen

3 Qualitative Assessment

The qualitative assessment screen also has one key difference from that of IG profiles. Instead of anticipated market, it requires the user to provide information on anticipated demand. Even though the output of the investment may not be sold, the project is only worth undertaking if there is demand for it. Whether a school, a road or a reforestation project – who will use the eventual investment? Are there any other options? Why is this investment necessary and desirable?

Start the applicants thinking immediately also about any potential environmental impact. If the profile is later developed to a project they will have to provide more detailed information. For now it is enough to identify what those impacts might be.

8.4 The Investment Costs Screen



The investment costs screen is identical to that used for IG profiles. Insert details of all investment costs, one item at a time. Use the ‘Add a new item’ or edit buttons to insert or modify data.

Remember, if a cost item is likely to be used more than once, it is worth linking it to the reference items screen (Section 8.7). In that way you will not have to enter the data again later and you will be able to change the cost of that item in all tables with a single modification to the reference item.

8.5 The General Costs Screen



The general costs screen is once again identical to that used for IG profiles and should be completed in the same manner. Costs can be referenced in these data entry tables as well.

8.6 The Activities Screen



The Activities screen for NIG profiles is similar to the Products screen for IG profiles but there are some differences. The most important is that instead of a table for income as in IG profiles, the Activities screen offers a table for Charges. These are user charges that may, or may not, be levied by the service provider in order to offset some part of the operating and maintenance cost of the activity. This might include a per patient fee at a health clinic, a toll fee on a road or similar. This table is shown below.

Charge (per unit of activity per cycle)				
Item	Type of unit	Number of units	Charge/unit	Total
Treatment Fee	Patient	1	3.75	3.75
			3.75	

Add a new item

Selecting ‘Add a new item’ or the ‘edit’ icon will open up a data entry table similar to that for income under the IG profile format. The software may not let you leave this table empty, so if your project will not have user charges, open a new item, insert ‘None’ or ‘0’ in the boxes (depending on whether they are text or numerical boxes) and save.

Almost all NIG projects will have some operating or maintenance costs, but if you do not anticipate the use of any inputs or of labour, use the same procedure to avoid empty boxes for these also.

8.7 The Reference Items and Recommendations Screens

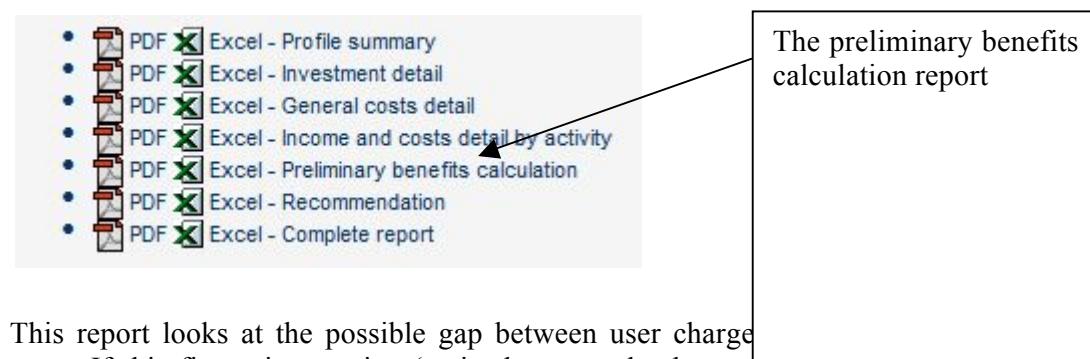


The reference items and recommendations screens are identical with those described under the IG profiles (Section 7) and guidance on completing these two screens can be found in that location.

8.8 The Summary and Report Screen



The summary and reports screen and options are broadly similar to those for IG profiles. There is, however, one key difference. Because NIG projects are not assessed on the basis of their apparent profitability – as is the case for IG profiles – a different set of indicators is used. Instead of a preliminary investment, income and cost analysis, the key report offered is the preliminary benefit calculation.



This report looks at the possible gap between user charge costs. If this figure is negative (as in the example shown) investment will not generate enough income from user charges to meet predicted costs. These costs will be even greater once the cost of the investment reserve (to fund the replacement of assets at the end of their economic life) is taken into account.

Total investment (A+B)	4,165.62
Investment covered by external resources (A)	3,556.25
Investment covered by own resources (B)	609.38
Total annual charge (C)	5,400.00
Annual operation cost (D)	4,830.00
Annual general cost (E)	3,190.00
Net annual balance (C-D-E)	-2,620.00
Annual investment reserve (F)	230.53
Net balance minus annual investment reserve (C-D-E-F)	-2,850.53
Number of beneficiaries (G)	4000
Annual cost per beneficiary ((D+E)/G)	2.00
Investment per beneficiary ((A+B)/G)	1.04

An NIG profile does not need to ensure a positive cost balance if a full project proposal will be prepared, but it is important for the applicants to understand that some source of funds (e.g. community contributions, a government subsidy, or a long term grant from an NGO) will be necessary to make the investment sustainable.

In addition, the preliminary benefits calculation looks at the annual cost and investment per beneficiary, an important factor for most funding agencies.

Once you have looked at the report, do not forget to return to the recommendations screen and complete the text section.

Congratulations. You have now completed a Non Income Generating Profile

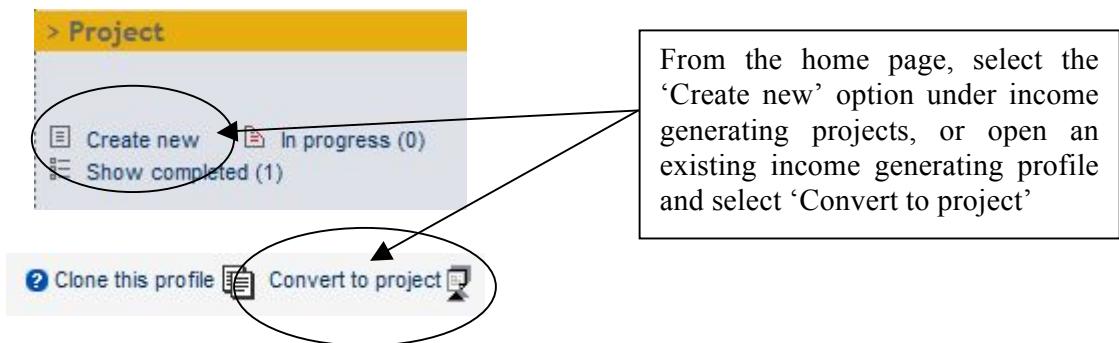
9. INCOME GENERATING PROJECTS

A full IG Project differs substantially from an IG Profile. Most importantly, it takes into account changes in the project over time, but it also considers financing (including the need for working capital) and seeks more information on a number of topics only covered briefly in the profile. These additional features allow the software to calculate a much more accurate and detailed assessment of the likely feasibility of the project, but do require considerably more work to prepare. Further information on these aspects can be found in the Module 3 Technical Manual.

Because of the number of calculations required, the full project proposal cannot easily be prepared on paper, as is the case for the profile, and should be prepared from the beginning on the computer. However, in order to ensure that the applicants are fully aware of – and approve - any changes that may have occurred to the proposal during the full project preparation stage, it is essential that the results are shared with the applicants before being submitted for financing.

Remember: Any required input on IG Project screens and procedures not mentioned in this section can be found discussed under the IG Profile section (Section 7).

Full project proposals can be created from the beginning (using the create option in the Income Generating Projects category) or by converting an existing Income Generating profile. This latter step will still require you to add considerable new information but will save repeating data entry in some categories



To access an existing project, select the ‘Show completed’ or ‘Show all’ options for income generating projects on the home page. The software will then provide a listing of all completed income generating projects. Use the edit icon to open the project you wish to see or work on.

Income generating projects (\$)												
Project name	Field office	Status	Invest.	Invest.	Invest.	Invest.	Annual	Working	Net present	Internal	Direct	
			total	own	donated	financed	employment	capital	value	rate of	beneficiaries	
Santa Cruz River Transport	PCDA Ségou	Proposal	64800	8800	1350	54650	0.67	2698	199915.84	39 %	120	
bring buffalo to hadera	PCDA Sikasso	Proposal	13500	2000	500	11000	0	21	-14276.82	Undefined	16	
Test IG Project	PCDA Sikasso	Operational	16300	100	0	16200	1.95	584.33	1424225.7	Undefined	50	



Projects which you, or a colleague sharing the same computer, are still working on, can be accessed using the 'In progress' option on the right hand side of the home page.

9.1 The General Information Screen

This screenshot shows the 'General Information' section of the project setup. It includes a header with the number '1' and the title 'General Information'. Below this are several input fields and dropdown menus for project details like name, code, exchange rate, and beneficiary.

The project category requires several new types of information not used in profiles. These include:

User Code: This will only be required if your agency assigns an internal code to each project (not the RuralInvest one). If no code is used, this box can be left blank.

Inflation: Although RuralInvest operates using constant prices, the inflation rate is necessary to adjust interest rates charged on loans. Ask for this rate from the administrator if you do not know.

This screenshot displays the 'General Information' screen with five main sections: i. General information, ii. Location, iii. Type and status, iv. Technician, and v. Sharing. The 'General information' section contains fields for project name, user code, exchange rate, annual rate of inflation, start-up month, beneficiary, environmental category, duration, category, creation date, and last updated. The 'Location' section shows field office, province, district, municipality, and coastal areas. The 'Type and status' section includes a dropdown for status (set to 'Proposal') and a question about production blocks. The 'Technician' section lists name, organization, email, telephone, and location. The 'Sharing' section asks if other users can modify the project, with 'Yes' selected. A 'Clone this project' button is also visible at the top right.

Start-Up Month: This makes a big difference for the calculation of working capital requirements for many seasonal activities. Consult the administrator if you cannot estimate this.

Beneficiary and Category of project: Choose from the options pre-defined by the administrator for your organization. If none of offered options apply, select either 'Other' or 'Generic'.

Environmental Category: These categories will be pre-defined by the administrator for your organization, who will also have information on how to select the appropriate environmental category.

Duration: The administrator will have set a maximum project life

Project Type and Status: All projects created under RuralInvest automatically start as 'Proposal', but this can later be changed to other status categories as the proposal is approved, the investment made, and full operation commenced.

Clone this Project: Once completed, the project can be copied or ‘cloned’ to allow the user to create a second copy. The software will require you to give the clone a new name. The clone function is very useful if you are working with applicants on an investment which is similar to one already existing in another community. Only the aspects which differ then need to be changed.

Always save when you have finished by selecting the blue bar at the bottom of the screen

» To Beneficiaries

9.2 The Beneficiaries Screen

 The full IG Project beneficiaries screen requires more information than was the case for the profile. Most importantly, you are required to distinguish between direct and indirect beneficiaries. These types of beneficiaries are briefly described in the on-screen help messages and discussed in more detail in the Module 3 technical manual (available on the software under the drop down menu item ‘Help’). Do not forget to include the number of families in each type.

② i. Beneficiary group or person	
Seven Pines Women's Development Association	
② ii. Direct beneficiaries	
Men	41
Women	46
Children	124
Total	211
Families	46
② iii. Indirect beneficiaries	
Men	220
Women	290
Children	780
Total	1290
Families	200
② iv. Description of beneficiaries	
<p>The Women's Development Association is a long established grouping of 45 women (some head of households) in the community of Seven Pines. In the past they have collaborated successfully on semi-commercial poultry production and on intensive horticulture, both for sale in the local town.</p> <p>None of the members belongs to households cultivating more than 2 hectares of land - recognized as small farmers within Southern province - and there are few sources of non-farm employment in the area.</p>	

The Description of Beneficiaries text box is important. It should provide some background and history on the applicant(s). Who are they? What do they currently do for a living? Do they all live at the location of the proposed project? How long have they worked together? If they belong to a group or association, when was it formed and what is its legal status? Do they have any experience – individually or as a group – of operating other projects?

9.3 The Description Screen



The description text boxes to be filled in for full IG Projects differ from those in the IG Profile. They comprise:

Background and Justification: How did this proposal come about? Why is it important for the applicants?

Project Objective: What is the investment intended to achieve?

Principal Activities: Once operational, what will be the principal activities of the project (e.g. producing butter, cheese and yoghurt from local fresh milk supplies)?

9.4 The Technology and Training Screen



The information provided in the technology and training text boxes will help the approvals committee assess the type of technologies to be used and the extent to which the applicants are familiar with them. It will also require the field officer, together with the applicants, to consider carefully the training that they may need to properly operate the investment. Training may be required not just in technology, but also perhaps in book keeping, in planning, marketing or food quality control. Training costs are often provided on a grant basis.

② Technical assistance and training requirements

It is anticipated that training will have to be provided in the book-keeping system designed by the local accounting firm (estimated to require no more than 2 days), but no other training or technical assistance will be necessary if an experienced outboard motor mechanic can be recruited. Should this prove not to be possible, additional training for the mechanic in outboard motor repair will be required.

9.5 The Sustainability Screen



Any project which is not sustainable must be, by definition, a failure. If an investment is not sustainable, the applicants will receive no lasting benefits and soon the situation will be as it was before the project was prepared (but the applicants may still be faced with debts acquired in implementing the project).

Sustainability depends on a number of different factors, but among the most important are the environmental impact and the market demand. These two factors must be addressed under this screen. A third key factor in many income generating projects – organization and management – are addressed in the next screen.

Assessing the likely market demand (prices, quantities, location and customers) for a product can be difficult, and the possible steps to be taken in making this determination are addressed in the RuralInvest training as well as in the Module 3 technical manual. It is very easy to be over optimistic in assessing market demand, and the new supply resulting from the project can itself, affect the market if it is small. Nevertheless, it is critical for the success of any project to try and make a realistic assessment.

9.6 The Organization and Risk Screen



More income generating projects probably fail due to poor organization and management than from any other cause. If the proposed project is to run as a business, and yet be owned by a group or community, that risk is especially high. In this section, the applicants must describe in detail how the project is to be run and what principal risks and assumptions exist in relation to the proposal.

Under organization and management, consider the following questions: Who will be the owners of the project assets, and how will their ownership be structured? Who will take the day-to-day

decisions as to quantities produced, pricing and markets served? Who will decide the wages to be paid to the workers in the project? Do the applicants have any experience in running this type of activity? If not, are they ready to hire (and pay) a professional manager?

Under risk and assumptions, try to identify what factors are critical to the success of the project. Do they include the supply of raw materials, the efficiency of the production process, or the price received for the final product or service? How sure are the applicants that customers will want to purchase the product or service offered? What is the biggest cost element in the production process?

9.7 The Investment Costs Screen



Although similar to the investment screen used in the profile, that of the full project requires more information. Firstly, the project section adds a third category, covering professional services, to the two used in profiles. These services could include an engineer, an accountant or a veterinarian, among others.

Professional services									
Description	Unit type	Number of units	Unit cost	Total cost	Own resources	Donated resources	Financed resources	Year begin	
Upgrade Supervision	Week	4.0	5000.00	20000.00	0.00	20000.00	0.00	1	
Label Design	job	1.0	4000.00	4000.00	0.00	0.00	4000.00	1	
Establishment of company	Registration	1.0	10000.00	10000.00	0.00	5000.00	5000.00	1	
				0.00	0.00	0.00	0.00		

Add a new item

When entering a new asset, several new pieces of information are required, compared with IG profiles. These include the choice of funding for new assets (or part thereof) from three different sources: donated resources (grants); own resources (those contributed by the applicants themselves) and financed resources (those funded through loans).

Other changes are the inclusion of an annual maintenance cost for the asset (inserted under general costs in the profile), selecting whether the item should be replaced at the end of its economic life, and the year in which the investment is to occur.

Remember, however, that RuralInvest permits only a maximum of two loans. Therefore, unless the new assets can be paid for from cash flow, you should generally limit all initial asset purchases to just Year 1 and one other year. Having asset purchases in many years will not work (assets are automatically replaced at the end of their economic life unless you have selected not to replace them).

Note that the administrator will have predefined the local currency that appears in

Add a new item (Assets)

② Description	Tools
② Unit type	Set
② Number of units	1.0
② Unit cost	TRY 8,500.00
② Total cost	TRY 8500.00
② Donated resources	TRY 0.00
② Own resources	TRY 0.00
② Financed resources	TRY 8500.00
② Economic life (years)	5
② Annual maintenance cost/unit	TRY 0.00
② Salvage value/unit	TRY 850.00
② Replace	<input checked="" type="checkbox"/>
② Year begin	1

Unless you select otherwise, the software will replace the item at the end of its economic life. It will also make the investment in Year 1 of the project. The future replacement of the item will draw from own resources only, regardless of the initial donation.

the various boxes

For labour used in the investment portion of a full project, additional information is also requested.

Add a new item (Labour)		
② Description	Skilled Labour	
② Unit type	p/day(s) <input type="button" value="▼"/>	
② Number of units	170.0	
② Unit cost	MnU	12.86
② Total cost	MnU	2,186.20
② Donated resources	MnU	0.00
② Own resources	MnU	0.00
② Financed resources	MnU	2,186.20
② Year begin	1	

As for assets, the labour entry table requests input on the source of labour inputs (donation, own resources or financed resources) and the year in which the investment occurs. However, it also requires the amount of input to be specified in terms of person days, person weeks, months or years, using a drop down selector for 'unit type'. This information is required in order that the software can calculate the total employment generated by the investment and present it in the final report.

9.8 The General Costs Screen

 Under a full IG Project proposal, the General Costs screen is also expanded from that in the profile. Costs are divided into two categories: Supplies & Services and Personnel, and the opportunity is offered to differentiate general costs funded by the applicants themselves from those funded from cash flow. This is important, as the IG Project report distinguishes between cash costs (those which require cash to be paid) from total costs (which may or may not be paid for in cash). A good example is family labour, which is clearly a cost (those working could be earning money by doing something else), but does not require immediate outlays of cash.

General costs						
Supplies & services						
Description	Unit type	Number of units	Unit cost	Total cost	Own resources	Cash Cost
Accountants	Visit	2.0	139.29	278.57	0.00	278.57
Office Costs	Month	9.0	128.57	1157.14	0.00	1157.14
				1435.71	0.00	1435.71

Personnel						
Description	Unit type	Number of units	Unit cost	Total cost	Own resources	Cash cost
Book-keeper	p/month(s)	9.0	160.71	1446.39	1446.39	0.00
Manager	p/month(s)	12.0	214.29	2571.43	0.00	2571.43
				4017.82	1446.39	2571.43

» To Blocks

In the above example, as the book-keeper is not paid in cash, his/her cost does not appear as a cash cost.

9.9 The Blocks Screen



The blocks screen forms the core of the full project proposal and permit the user to describe not only the core activities of the project, but also to show how they change over time – an aspect not covered in the IG Profile.

When entering the blocks screen for the first time, the initial step is to identify and describe the first block, with a block being defined as an activity (or set of activities) which all share the same costs and income per unit of production. The identification of blocks is discussed in more detail in the Module 3 Technical Manual.

First, select the icon on the top left of the screen labelled ‘Add a new production block’:

This will open the edit screen shown below:

Production block description (Blackberry Jam)																																																											
<input checked="" type="radio"/> Production block	Blackberry Jam																																																										
<input checked="" type="radio"/> Unit of production	Case																																																										
<input checked="" type="radio"/> Length of cycle	1 month(s)																																																										
<input checked="" type="radio"/> Cycles	3 per year																																																										
<input checked="" type="radio"/> Cycles (first year)	3 per year																																																										
Production chronology for the first year																																																											
Click the calendar to select/deselect chronology items																																																											
<table border="1"> <tr> <td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td> </tr> <tr> <td>Production/Activity (select all)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Harvest/Sale (select all)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Receipt of Payment (select all)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Production/Activity (select all)												Harvest/Sale (select all)												Receipt of Payment (select all)											
Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan																																																
Production/Activity (select all)																																																											
Harvest/Sale (select all)																																																											
Receipt of Payment (select all)																																																											
Production pattern																																																											
Year	1	2	3	4	5	6	7	8	9	10	11	12																																															
Number of units of production per cycle	100.0	200.0	250.0	250.0	250.0	250.0	250.0	250.0	250.0	250.0	250.0	250.0																																															
Save item																																																											

Here, blackberry jam is produced from the first half of April until the last half of June.

The jam is sold during the period from May to the end of July

The payment for sale of the jam is received from June to the end of August

The project will produce 100 cases per month (units per cycle) in the first year, climbing to 250 cases per month from year 3 to year 12.

For each block it is necessary to define:

- The name of the block
- The unit of production (e.g. a tonne, a hectare, a month, but it could be a hectare, a production line etc.);
- The length of each production cycle (a drop-down menu permits you to choose between days, weeks, months or a year);
- The number of cycles per year (e.g. maize production might have a duration of four months, and have two cycles per year);
- The number of cycles in the first year – depending on the month the project starts in, there may be less cycles in the first year of operation.
- The production chronology in the first year. Here a calendar (starting with the first month of project operation as defined in the General Information screen) requires you to select the 2 week periods in which there are: (a) production or activity costs; (b) harvest or sale of the product, and; (c) receipt of payment.
- The number of units of production per cycle in each year of the project. This allows the user to show how the pattern of production may change over the life of the project.

Remember: As a block is defined as an activity with the same costs and income per unit, if the production of jam became more efficient over time (resulting in lower costs), these changes would require different blocks

Once this information is entered, the screen must be saved and you can now proceed to enter the income and cost data relevant to that block:

Sales income (per unit of production per cycle)								
Item	Sales unit	Units produced	Unit sale price	Quantity used internally (not sold)	Units sold	Transport cost/unit	Total income	Total cash income
Jam	Case of 12 jars	1	95.00	0	1	3.00	92.00	92.00
							92.00	92.00
 Add a new item								

Input/Material cost (per unit of production per cycle)								
Item	Purchase unit	Units used	Unit cost	Quantity drawn from own resources	Quantity purchased	Transport cost/unit	Total cost	Total cash cost
Jars & Labels	Case	1.1	25.00	0	1.1	3.00	30.80	30.80
Gas	Kg.	0.5	6.00	0	0.5	0.15	3.08	3.08
Sugar	Kg	4.2	3.00	0	4.2	0.10	13.02	13.02
Fruit	Kg	4	3.50	0	4	0.25	15.00	15.00
Pectin	gm.	30	0.12	0	30	0.00	3.75	3.75
							65.64	65.64
 Add a new item								

Labour cost (per unit of production per cycle)								
Item	Unit type	Units used	Unit cost	Quantity drawn from own resources	Quantity purchased	Total cost	Total cash cost	
Jam Production	p/day(s)	0.6	25.00	0.3	0.30	15.00	7.50	
							15.00	7.50
 Add a new item								

As for previous screens, the information is entered by selecting ‘Add a new item’ or by editing an existing item, using the edit icon.

Sales income (Blackberry Jam)	
② Item	Jam
② Sales unit	Case of 12 jars
② Units produced	1
② Quantity used internally (not sold)	0
② Units sold	1.00
② Unit sale price	TRY 95.00
② Transport cost/unit	TRY 3.00
② Total income	TRY 95.00
② Total cash income	TRY 92.00

Under the general costs screen, it was necessary to distinguish between costs paid for in cash, and those which had no cash cost. Similarly, here it is necessary to say how much of the output is sold for cash, and how much is used internally, and hence for which no cash is received. This might occur if part of the output is consumed by the applicants, or transferred to another operation without payment.

Input and labour costs under the Blocks Screen are entered in a similar way to those under the Investment or General Costs screens.

Remember to save each data entry screen as it is completed, and then the entire Blocks Screen before moving on to the Financial Data Screen.

Note: If there is no data for a data entry screen (e.g. a block which has no income), it will be necessary to create a ‘null’ entry for that table, otherwise the software will not let you proceed to the Financial Data Screen (the software will not allow an empty table in most cases). A null entry can be created simply by entering ‘None’ or ‘0’ in the input sections of the blank table.

9.10 The Reference Items Screen

11 Reference items

The Reference Items Screen permits any of the cost or income items used throughout the proposal to be brought together into a single location. Changes made on the Reference Items Screen will then automatically be made also in any tables linked to that data. This makes the screen of particular value when a cost or income item is used more than once in the proposal (e.g. unskilled labor), as a single change will then be reflected across all tables using that item.

(S) Fruit & Vegetable Processing Plant

Reference items			
Income			
Income	Unit Type	Unit cost	Transport cost
Pickled Vegetables	Catering Jar	8.36	0.21
Goods and services			
Good/service	Unit type	Unit cost	Transport cost
Jars & Labels	Case	5.36	0.64
Labour			
Labour	Unit type	Unit cost	
Skilled Labour	p/day(s)	12.86	
Unskilled Labour	p/day(s)	5.36	
» To Financial data			

Data for the reference table can be entered in two ways; either directly in the Reference Items Screen, or more commonly, by creating a linkage to the Reference Items Screen the first time the item is entered into the investment, general costs or blocks entry screens.

The message on the left below will automatically appear when any cost or income item is first entered, and permits the user to link to an already existing reference item or to send the details entered to the Reference Items Screen.

<p>This item is not linked to the reference table.</p> <p>Link to an existing reference item.</p> <p>OR</p> <p><input type="checkbox"/> Add this item to reference table and create link.</p>	<p>This item is linked to the reference table. Changes to the associated item in the table will be automatically made to this item.</p> <p><input checked="" type="checkbox"/> Linked</p> <p>Linked to: Unskilled Labour</p> <p>Link to a different reference item.</p>
--	--

Note that the linkage between the Reference Items Screen and the data entry table does not include the name of the item. It is thus possible to use the same cost for a range of unskilled labor (e.g. site clearance, construction work, harvesting labor) but still distinguish between them in the costs table, and a single change to the cost of unskilled labor will be reflected across, all of these categories.

The use of the Reference Items Screen is of particular value when undertaking sensitivity analysis (e.g. determining how changes in the cost or sale price of an item will change the overall project return).

9.11 The Financial Data Screen

This screen collects the financial data necessary for the software to calculate loan amortization tables based on constant annual payments (interest plus principal capital). The administrator will have pre-defined limits on many items (e.g. maximum loan duration or grace periods).

Primary loan		Secondary loan	
Amount	MnU 13721.20	Amount	MnU 6,642.86
Annual interest rate	10.0 %	Annual interest rate	12.0 %
Loan duration	7 year(s)	Loan duration	12 year(s)
Grace period - capital	1 year(s)	Grace period - capital	1 year(s)
Grace period - interest	0 year(s)	Grace period - interest	0 year(s)
		Year of Investment	1

Working capital	
Amount required	MnU 3269.00
Amount financed	MnU 2769.00
Financing period	10.00 month(s)
Annual interest rate	14.0 %
Capital donated	MnU 500.00
Own resources	MnU 0.00

» To Recommendations

Two different loans can be specified, but the software will assign all financing costs for the investment to the primary loan unless instructed otherwise (thus leaving the secondary loan untouched). Manually entering an amount into the secondary loan amount box will automatically reduce the primary loan by the same amount, so the total sum to be borrowed stays constant. If the proposed investment is to be financed entirely by applicant contributions or grants/donations, the primary loan amount will show as zero.

Remember that a primary loan is always applied to investments in the first year of the project, while the secondary financing can be used for investments in any year within the project analysis period. The secondary loan facility is typically used under two circumstances. Firstly, where the primary loan is limited to covering only certain items (e.g. it is not permitted to use the primary source of financing to purchase vehicles). Secondly, it is often used where some investment items are not required until later in the project period (e.g. a packing shed for tree fruit which will not be needed until the fourth or fifth year of the project). In order to estimate the amount of the secondary loan, it is necessary to first identify the items to be financed through the use of a secondary loan and then manually calculate the cost of these items which require financing. It is this cost which is entered by the technician into the secondary loan amount on the Financial Data screen.

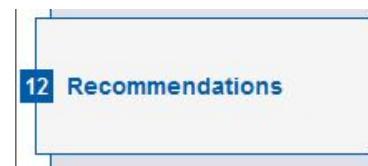
The use of grace periods for capital and interest (where permitted by the administrator, as not all financing sources will accept grace periods) is optional. It is important to remember that grace periods constitute a deferment (or postponement) – not a forgiveness – of debt. Hence a grace period of 1 year on the capital element of a 10 year loan will result in higher capital payments in the remaining 9 years of the loan period to compensate for the year where no payments are made. Where grace periods are applied to interest payments, the interest still accumulates, and hence the total cost of the loan increases even though payment is deferred during the grace period.

The amount of working capital required and the time period for which the working capital loan is needed is calculated automatically by the software on the basis of the stream of operating and general costs and income previously entered. The technician must enter the interest rate charged

on working capital loans, as well as any working capital amounts provided to the project through external donations or from the resources of the applicants – if these are available.

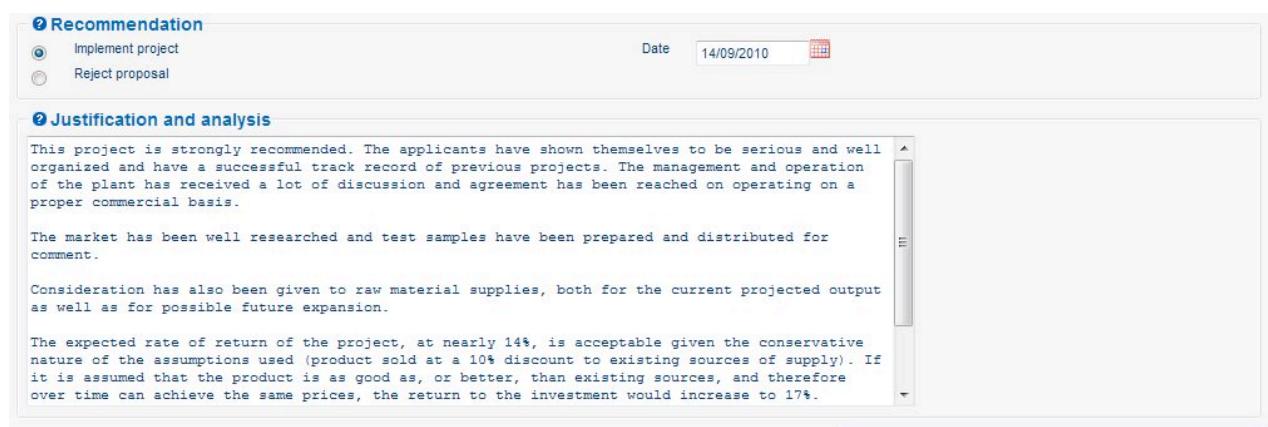
A working capital loan is considered necessary to cover the maximum cash flow deficit during the first year (calculated by the software) until two months after the last month in which there is a negative cash flow, including any intervening months in which there is a temporary positive flow. If, therefore, the last month with a negative cash flow is Month 6, the software will add 2 additional months as a safety measure, resulting in a loan period of 8 months. No working capital loan can extend over more than 12 months. Where there is still a negative cash flow at the end of the first year, or where a positive cash flow is projected but total net Year 1 income is not enough to meet cash flow needs in the second year, a further working capital loan will be used in the second year of the project.

9.12 The Recommendations Screen



The Recommendations Screen provides the opportunity for the technician completing the RuralInvest proposal to include his or her own views on the proposal. In addition to inserting the date on which the recommendations have been made and suggesting whether the proposal should be accepted or rejected, the text box provides the setting for inserting a summary of the analysis as well as the results of any ‘sensitivity analysis’ carried out by the technician.

Sensitivity analysis consists in changing the parameters or levels of key factors (e.g. the sale price of the output, the cost of an important raw material, or the wage rate for staff) and seeing how these changes affect the overall return to the investment. One of the tasks of the technician preparing the proposal is to identify and assess those parameters which can influence the overall feasibility of the project. The RuralInvest software renders it easy to determine the impact of changing these parameters as any change in the selected parameter (once saved) will automatically cause the proposal results to be recalculated.



② Recommendation

Implement project
 Reject proposal

Date 14/09/2010

③ Justification and analysis

This project is strongly recommended. The applicants have shown themselves to be serious and well organized and have a successful track record of previous projects. The management and operation of the plant has received a lot of discussion and agreement has been reached on operating on a proper commercial basis.

The market has been well researched and test samples have been prepared and distributed for comment.

Consideration has also been given to raw material supplies, both for the current projected output as well as for possible future expansion.

The expected rate of return of the project, at nearly 14%, is acceptable given the conservative nature of the assumptions used (product sold at a 10% discount to existing sources of supply). If it is assumed that the product is as good as, or better, than existing sources, and therefore over time can achieve the same prices, the return to the investment would increase to 17%.

[» To Summary & Reports](#)

Where a small change in one of these factors has a major impact on the project profitability, the project is considered to be highly sensitive. This is therefore a warning signal that although the project may look profitable as presented, it could lose money if the assumptions have been too optimistic.

It is suggested that the proposal report is generated and studied carefully before returning to complete the recommendations section. Several further reports will often have to be generated to test the sensitivity of the proposal to the key parameters identified.

9.13 The Summary and Reports Screen

13 Summary & Reports

The Summary and Reports Screen is the last screen encountered as part of the proposal process and provides options as to the types of reports the user wishes to generate. As shown below, specific individual reports can be selected, or the entire report can be produced with a single command. The choice is also provided between generating the reports in pdf format (which provides a better looking report ready for distribution) or in Excel format (which can be useful if you wish to utilize the numbers for additional purposes such as incorporating into an MIS system).

Create your own report

Select one or more of the reports available from the RuralInvest system listed below. Should you require a full report containing all tables, select the last option: 'complete report'.

- PDF Excel - Project summary
- PDF Excel - General description of the project
- PDF Excel - Investment detail
- PDF Excel - General costs detail
- PDF Excel - Production pattern
- PDF Excel - Chronology of production
- PDF Excel - Operations income and cost details by block
- PDF Excel - Financial parameters
- PDF Excel - Cash flow (first year)
- PDF Excel - Cash flow
- PDF Excel - Financial profitability
- PDF Excel - Recommendation
- PDF Excel - Complete report

Congratulations! You have completed the preparation of a full project proposal

Once completed, the project can be sent electronically to head office by selecting 'Finish' and then choosing the 'Income Generating Project – Show All' option from the Home Page. Find this project in the list and press the Export icon on the right hand side. This will allow you to save the project to your hard disk, or a USB pen, and then attach it to an e-mail to head office.

Head office will want a full copy of the proposal not only so that they can review it and submit it to the financing group or committee for its decision, but also because once in the headquarters computer, this project can then become part of the data base used in monitoring and evaluation (see Section 11 – The RuralInvest Search Function).

10. NON INCOME GENERATING PROJECTS

Although Non Income Generating projects (NIG) share many features with Income Generating (IG) ones, there are several key differences. As NIG projects, by definition, do not generate sufficient income to cover their costs of investment and operation, there is no loan financing for this category of investments. An NIG project cannot, therefore, be assessed on the basis of its return to investment. Instead NIG projects are generally evaluated on their investment and operating cost per beneficiary, and the availability of sufficient resources to cover operations once the investment stage is completed.

Full NIG project proposals can be created from scratch (using the create option in the Non-Income Generating Projects category) or by converting an existing Non Income Generating profile. This latter will still require adding considerable new information but will save repeating data entry in some categories.

Non income generating projects (:)										
Project name	Field office	Status	Invest. total	Invest. own resources	Invest. donated resources	Invest. financed	Annual employment	Investment per direct beneficiary	Direct beneficiaries	
Access Road & PCDA Bridge	Ségou	Proposal	3244	213	313	2718	6	49.15	66	
Community Health Clinic	PCDA Ségou	Proposal	1600	500	700	400	10.02	16	100	
Watershed Slope Protection	PCDA Mopti	Proposal	1010000	127600	325900	556500	0.6	367.27	2750	
Sum			1014844	128313	326913	559618	17	432	291612109	
Average			338281	42771	108971	186539	6	144	972 4036	
Total projects	3									

Export PDF
Export XLS

Note: The exact columns shown when the 'Show All' option is selected will depend on the system configuration. See Section 12 - System Configuration further details.

10.1 The General Information Screen



The General Information screen for NIG projects is identical with that for IG projects (see Section 9.1). Note, however, that the list of project categories offered will only include those identified by the administrator as applying to NIG projects. Categories such as irrigation or marketing, which would be income generating, will therefore not appear.

10.2 The Beneficiaries Screen



As for the General Information Screen, the Beneficiaries Screen is identical for both IG and NIG projects. It is this screen which provides key information about who will benefit – directly and indirectly – from the proposed investment, and it should be given particular attention for NIG projects where selection of proposals for financing will depend heavily on beneficiary characteristics and numbers.

Estimation of both direct and indirect beneficiaries can be difficult for some NIG projects, especially those involving environmentally-related investments. This issue is discussed in more detail in Section III of the Module 3 Manual.

10.3 The Description Screen



The Description Screen for NIG projects is identical to that for IG projects (see Section 9.3).

10.4 The Technology and Training Screen



The Technology and Training Screen for NIG projects is identical to that for IG projects (see Section 9.4).

10.5 The Sustainability Screen



Given that the evaluation of sustainability is a more complex matter when financial feasibility is not a factor requires that more information is provided under this heading for NIG projects than was necessary for IG projects. In particular, a new text field is presented, relating to operational sustainability, while the 'anticipated market' field of the IG project proposal is replaced with 'anticipated demand'.

Almost all NIG projects will require some form of operational resources for such aspects as maintenance, repair or running costs. Few such projects will have a source of income, although some may provide for some form of user levies (e.g. a charge per patient in a health clinic, or a toll charge for a bridge). Even where such levies are applied, however, they are rarely sufficient to cover all operational costs.

A key task of the technician is thus to collaborate with the applicants to identify possible alternative or additional sources of resources which can be used to ensure continued operation of the project. These resources may derive from national or local government (e.g. the salary of a nurse in a community health clinic), from the community itself (e.g. every household makes a small monthly contribution towards a village water pump or provides labour for the repair of a reforestation plantation) or, in exceptional cases, from charities or other non-governmental organizations with a long term interest in the area or community. The amount of external resources may not be apparent until the first draft of the project report is generated and studied, so this section may need to be revised at that point. Nevertheless, this text box is critical in the evaluation of any NIG proposal, as the lack of resources to support continuing operations after the investment is completed is the principal cause of failure of NIG projects.

Because NIG projects do not, by definition, result in an output that is marketed, the final text box on this screen is ‘anticipated demand’ rather than the ‘anticipated market’ used for IG projects. Nevertheless, the basic principle is the same. No project should be considered unless the demand for the output has been carefully considered; this applies whether the output is saleable (e.g. a processed product or a transport service) or provided free, or for a small user charge (e.g. a village school or an access road). Why is a village school considered necessary and important? What is the demand for it? For many NIG projects the demand and the direct beneficiaries are often the same – how many patients can be expected to use the village health clinic? This is both the demand and (together with the members of their immediate family) the number of direct beneficiaries.

10.6 The Organization and Risk Screen



The Organization and Risk Screen is identical with that used for IG projects (see Section 9.6). One key risk which must be addressed for NIG projects, and which does not apply to IG projects, is that the promised resources which will ensure long term project sustainability (Section 10.4) will not be made available as promised.

Where the project sustainability relies on external contributions (e.g. from government), it is therefore important to obtain a written commitment from the agency concerned that the required resources will be provided. This written commitment should be attached to the proposal. Where the resources will derive from the community itself, evidence should be provided of the seriousness of the commitment (e.g. records of a community level vote in which community members commit to making the required contribution).

Risks may also exist that the demand for the output of the project (e.g. a health clinic) will not be as great as projected in the proposal. In this section, therefore, it is advised that the evidence for the demand estimate be discussed and the degree of confidence in that estimate made clear.

10.7 The Investment Costs Screen



The Investment Costs Screen is identical with that used for IG projects (see Section 9.7) and that section can be used as a guide in completing this screen.

10.8 The General Costs Screen



The General Costs Screen is largely similar to that used for IG projects (see Section 9.8) and that section can be used as a guide in completing this screen. However, there are several significant differences. Firstly, general costs tend to be less important for NIG projects than for IG projects, although this is not always the case. An access road project, for example, may have no general costs at all, as there will often be no management staff to pay, no electricity or office costs, or taxes. Secondly, when there are general costs to be included, space is provided to identify whether each item includes a projected contribution from public or other sources and the total amount of required resources not covered externally is then calculated. This is not offered for IG projects as they are assumed to generate the income required to pay both operating and general costs.

The screenshot shows a form titled 'Add a new item (General costs/maintenance)'. It contains the following fields:

Description	Annual safety inspection
Unit type	Visit
Number of units	1.0
Unit cost	MnU 650.00
Total cost	MnU 650.00
Public/state resources	MnU 250.00
Other funding sources	MnU 0.00
Total amount of uncovered resources	MnU 400.00

10.9 The Activities Screen



In place of the ‘Blocks’ screen used in IG projects, NIG projects use the term ‘Activities’, although the two names reflect similar approaches and structures. The principal differences are: (a) NIG projects do not use the concept of production chronology and therefore there is no requirement to define this concept, and; (b)

The income category is replaced by the concept of a ‘user charge’. As many NIG projects have no user charges, this field will often have to be completed as a ‘null’ field, entering ‘none’ and ‘0’ in order for the software to permit the user to pass to the next screen (see illustration below).

Entry of input/materials costs and labor usage and costs is identical to that of IG projects.

10.10 The Reference Items Screen



The Reference Items Screen for NIG projects is identical to that for IG projects (see Section 9.10)

10.11 The Contributions Screen



The Contributions Screen is unique to NIG projects and replaces the Financial Data screen used for IG projects. It provides the opportunity for the applicants to define any anticipated annual contributions to project operations. In the example below, this contribution is in the form of the annual loan by the local government of equipment and an operator to clear erosion debris from the river bed and deposit it within the slope protection area.

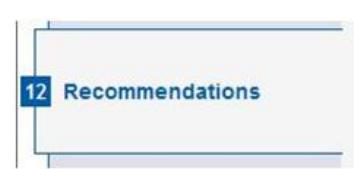
project (: Riverbank and Slope Protection

Annual contributions	
Add a new item (Annual contributions)	
② Description	Maintenance Support
② Contribution type	Local government ▾
② Unit type	Equipment Use
② Unit number	1.0
② Unit amount	MnU 500.00
② Total contribution	MnU 500.00

Note that the applicants are required to identify the broad category of origin of the support (e.g. national government, local government, NGO, etc.). It should be stressed that where a contribution tied to a specific task is recorded, it should correspond to a cost for that task defined under the Activity Screen. If, however, the contribution is non-specific (e.g. cash), no such linkage is necessary.

Note: Evidence of the commitment to make such annual or periodic contributions should be appended to the submitted proposal, generally in the form of a letter from the supporting agency.

10.12 The Recommendations Screen



The Recommendations Screen for NIG projects is identical to that for IG projects (see Section 9.12).

10.13 The Summary and Reports Screen



The Summary and Reports Screen for NIG projects is conceptually identical to that provided for IG projects, but has a slightly different list of reports, corresponding with the different outputs for NIG projects.

11. THE RURALINVEST SEARCH FUNCTION

The RuralInvest search function is accessed from the menu bar on the Home page of RuralInvest and permits the user to generate a list of projects which match the criteria selected. This list can then be used to select the project to be looked at in more detail (using the edit icon) or the entire list can be exported (as a pdf file or sent to Excel) for use in annual reports etc.



The generated list of reports will display the indicators for each project previously selected by the system administrator, and this list of indicators cannot be modified by a user in the field.

However, the total or average for each indicator is shown at the bottom of the page, allowing users to see, for example, the total investment amount involved in the projects selected (e.g. projects mainly targeted at women beneficiaries and which involve livestock). A number of search criteria can be selected in order to generate the list, including the field office in which the document was prepared, the status of the case (proposal, approved, etc.), the technician who prepared the study, the type of project involved, the main beneficiary type (e.g. women, agricultural producers etc.) and the environmental classification. Finally, a number of financial criteria can also be applied using a choice of equal to, equal to or greater than and equal to or less than, and specifying a specific number. In the example below, the search will only list projects with an Internal Rate of Return (IRR) of 12% or greater

Search Criteria

1 Create Filter

2 Search Results

Search for: project (\$) Search

Filter by:

- Field office**: Foothills - Central, Foothills - North, Foothills - South, Highland - North
- Status**: Proposal, Approved, Investment, Operational
- Technician**: Bar, Gabrielle, Guest, TARYAT
- Category**: Agroindustry, Education, Ganadería, Handicrafts
- Beneficiary**: Agric Producers, General, Landless
- Environ. category**: A, B, C, D

Use CTRL key for multiple selection and to deselect

» initial filter

» type filter

Use CTRL key for multiple selection and to deselect

» financial filter

Internal rate of return	greater than or equal to	12 %
Net present value		TRY
Invest. total	less than or equal to	TRY 100000
Invest. donated resources	equal to	TRY 0

Search

The RuralInvest search function will work on any machine running the RuralInvest software, but as it is at its most valuable when there are a large number of proposals or projects to select between, its main usefulness is found on computers at regional and head offices which have imported cases for a significant number of field staff and where the operator is unfamiliar with all of the cases held on the system.

12. SYSTEM CONFIGURATION



The RuralInvest software provides a wide variety of options for customizing or modifying the software presentation to best match the needs of the user organization. However, for many of the options, it is critical that all those working for the same organization (whether a development project, a bank or a government ministry) use the same standards. Without common standards, the software will not be able to work seamlessly across the entire organization. For this reason only the system administrators in the head office of the user agency will have the authorization to change most parts of the system configuration. Many of the customizing options referred to in the next pages are therefore not accessible by users, who can see the configuration settings but not alter them.

When an administrator changes any of the configuration settings, they must then be changed on the computers of all users as well. For this purpose, the head office will send out a small software packet to each user, usually as an attachment to an e-mail. Selecting the import option and identifying the file will import the new configuration.

USERS: The configuration element which can be modified by all users is the user definition (Users sub-option of Configuration). The Users Screen shows all persons who are currently registered as RuralInvest users on that computer. Any user can add a new user by selecting the ‘add user’ button. However, the person currently logged on is ONLY able to modify the details relating to themselves, not other users, by selecting the ‘edit’ icon against their name.

Users				
Users				
Name	Organization	Location	Telephone	E-mail
Aidan Gulliver	FAO	Rome, Italy	+39 06 594236	A.Gulliver@fao.org
John Smith	FAO	Delhi, India	+91 11 2354794	John.Smith @fao.org

Add user 

FIELD OFFICES: Many agencies adopting RuralInvest run field offices and wish to be able to sort proposals received by field office. The definition of field offices is made by the system administrator and is not modifiable by users. If there are no field offices, the only option offered will normally be ‘None’.

Field Offices	
Field Offices	
Description	
Este	
Norte	
Oeste	
Sur	

Add field office 

PROJECT CATEGORIES: Project categories allow the software to subsequently sort projects by type. Two types of project categories are definable; those relating to income generating projects and those for non income generating projects. These categories are defined by the administrator and are not modifiable by users.

Categories	
Project categories	Type
Category	
Education	Non income generating
Environmental	Non income generating
Health	Non income generating
Solid Waste Management	Non income generating
Water Supply	Non income generating
Generic non-income-generating category	Non income generating
Agroindustry	Income generating
Handicrafts	Income generating
Irrigation	Income generating
Marketing	Income generating
Permanent Crops	Income generating
Transport	Income generating
Generic income-generating category	Income generating

Add category

Category	Education
Income generating	<input type="checkbox"/> ←

Save category

When defining a project category, the administrator must indicate when it is income generating

BENEFICIARIES: The Beneficiaries category allows the administrator to define the beneficiaries supported by the parent project and is modifiable only by the administrator.

Beneficiaries	
Beneficiaries	
Description	
Agric Producers	[]
General	[]
Landless	[]
Vulnerable Families	[]
Women	[]
Youth	[]
Generic beneficiary	[]

Note the ‘Generic Beneficiary’ category. This can be used when none of the other categories appears appropriate and will be automatically be selected by RuralInvest where the generic export option is used (in order to be able to be able to exchange files with a different system which is using different configuration settings).

ENVIRONMENTAL: The environmental categories are also defined by the administrator and are not modifiable by users. A generic environmental category is always included.

Categories	
Environmental categories	
Description	
A - Positive or neutral environmental impact	
B - Some risk of negative environmental impact	
C - Risk of significant environmental impact	
D - Severe risk of negative environmental impact	
Generic environmental category	

PROJECT INDICATORS: A wide range of project indicators can be used when generating lists of projects as a result of search or ‘show all’ functions. However, the use of too many indicators will result in output tables that extend well

beyond screen boundaries, forcing viewers to scroll to see all indicators, as well as the edit, export and delete icons. Administrators are therefore able to select only those indicators of most importance to the adoption agency, and only those selected will then appear on output lists and tables. This function is modifiable only by the administrator

i. Project indicators

Choose the fields to be shown on the project search results table. If all fields are chosen, the results table may extend beyond the screen boundaries.

Technician	<input checked="" type="checkbox"/>
Field office	<input type="checkbox"/>
Status	<input checked="" type="checkbox"/>
Environ. category	<input checked="" type="checkbox"/>
Invest. total	<input checked="" type="checkbox"/>
Invest. own resources	<input type="checkbox"/>
Invest. donated resources	<input type="checkbox"/>
Invest. financed	<input type="checkbox"/>
Working capital total	<input checked="" type="checkbox"/>
Working capital own resource	<input type="checkbox"/>
Working capital donated resources	<input type="checkbox"/>
Working capital financed resources	<input type="checkbox"/>
Total costs	<input checked="" type="checkbox"/>
Total costs own resources	<input type="checkbox"/>
Total costs donated resources	<input type="checkbox"/>
Total costs financed resources	<input type="checkbox"/>
Net present value	<input checked="" type="checkbox"/>
Internal rate of return	<input checked="" type="checkbox"/>
Net present value (with donation)	<input type="checkbox"/>
Internal rate of return (with donation)	<input type="checkbox"/>
Direct beneficiaries	<input checked="" type="checkbox"/>
Indirect beneficiaries	<input type="checkbox"/>
Investment per direct beneficiary	<input checked="" type="checkbox"/>
Investment per indirect beneficiary	<input type="checkbox"/>
Annual employment	<input checked="" type="checkbox"/>
Annual net income	<input type="checkbox"/>

SETTINGS: The Settings Screen provides a range of other configuration options, modifiable only by the administrator, and is divided into seven groupings. These are:

- General Information – Including the name of the adopting agency, the language in which the software appears (as of this version of RuralInvest, seven languages are available), and the logo of the adopting agency. The agency name and logo will appear on all reports generated by the RuralInvest software but cannot exceed 70 kb in size.
- Financial information – Including the discount rate applied when calculating the Net Present Value of a project (see the Module 3 Manual for further details), and the maximum analysis period for projects. This latter is an upper limit only, and projects with shorter analysis periods are acceptable.

Export

i. General information

② Institution name

Language

Logo 

Change logo gif/jpeg <70 kb

ii. Financial

② Discount rate in %

② Maximum project duration year(s)

iii. Currency

② Currency name

② Currency symbol

② Exchange rate per US \$

iv. Location

② Geographical level 1

② Geographical level 2

② Geographical level 3

- **Currency** – The administrator will specify the name of the currency (e.g. United States Dollar), the symbol to be used (e.g. US\$) and a guide exchange rate. It is worth noting that although this default exchange rate is offered on the first General Information screen when preparing a project proposal, the user is free to modify it to meet current circumstances.
- **Location** – The administrator can define up to three administrative levels, according to the terminology used in the country or area of operation. These three definitions will then appear on the General Information screen when initiating a project proposal and the user must identify the names which apply to the zone in which the project is to be implemented. The definition of administrative names is not modifiable by users.
- **Primary Loan** – Where credit is expected to be used in at least some of the projects, the administrator may define the maximum duration of the primary loan (loans can be selected by the user for shorter periods) as well as the maximum number of years for which grace periods on capital and interest can be considered. This may be zero where the financing source is not prepared to consider grace periods. These definitions are not modifiable by users.
 - **Secondary Loan** – Where the adopting agency is prepared to support or facilitate secondary loans, specifications for the secondary loans must also be defined.

② v. Primary loan	
② Maximum duration	<input type="text" value="12"/> year(s)
② Grace period on capital payments	<input type="text" value="3"/> year(s)
② Grace period on interest payments	<input type="text" value="2"/> year(s)
② vi. Secondary loan	
② Maximum duration	<input type="text" value="10"/> year(s)
② Grace period on capital payments	<input type="text" value="2"/> year(s)
② Grace period on interest payments	<input type="text" value="1"/> year(s)
② vii. Quick links	
Link 1 text	<input type="text" value="FAO RuralInvest Website"/>
Link 1 URL	<input type="text" value="http://www.fao.org/tc/tci/ourrole/ruralinvest/en/"/>
Link 2 text	<input type="text"/>
Link 2 URL	<input type="text"/>
Link 3 text	<input type="text"/>
Link 3 URL	<input type="text"/>
Link 4 text	<input type="text"/>
Link 4 URL	<input type="text"/>

- Quick Links – Where field personnel of an agency have general or frequent access to the internet, the administrator can define up to four internet addresses which can then be accessed by the user from the Home Page. In each case, the administrator must provide a name and an internet address. These quick links can provide immediate access to the website of the agency, to the RuralInvest home site (as above), or to any other location considered useful for field staff.

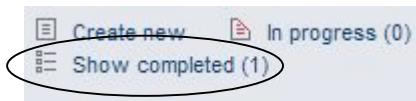
13. IMPORT AND EXPORT OF FILES AND CONFIGURATION SETTINGS

For all users, importing the RuralInvest software configuration files is a part of the installation process (see Section 3), but import and export is also a part of operating the software. Broadly, import and export tasks fall into two categories:

- (a) Sending and receiving profiles and projects to and from others (such as head office or other field personnel), including generating back-up copies for saving independently of the computer on which they are held;
- (b) Receiving and importing updated configuration settings from regional or head office in response to updates or improvements to those settings.

13.1 IMPORTING OR EXPORTING FILES (Profiles or Projects)

Any completed profile or project can be exported by selecting the ‘Show completed’ option on the home page (whether for IG profiles, NIG profiles, IG projects or NIG projects).



This will generate a list of all files in the selected category. Identify the profile or project which you wish to export and select the ‘Export’ icon on the right of the line for that profile or project.



Export data

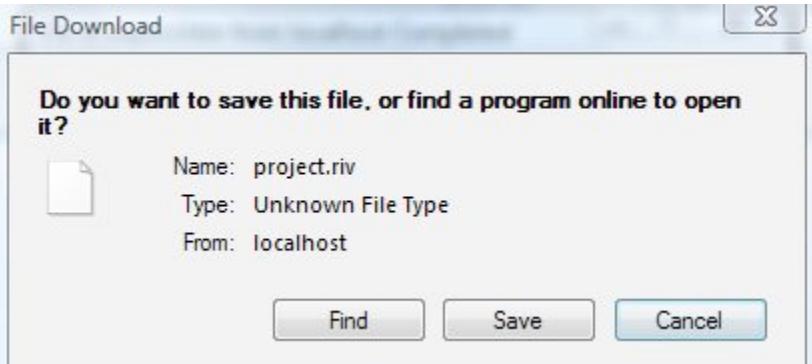
Please choose the type of download:

- Export using the currency and other settings used by your RuralInvest installation.
Use this option when the file will be imported by a RuralInvest installation that shares the same configuration.
 [Export using current configuration](#)
- Export using the default currency (USD) and generic settings.
Use this option when the file will be imported by a RuralInvest installation that has a different configuration. All currency values will be converted to USD and project categories, beneficiaries, etc. will be saved to a generic category.
 [Export using generic configuration](#)

You will then be asked to specify whether you wish to export (or download) the file using the current configuration or as a generic file. When exporting for back-up purposes, or when submitting a file to a member of the same agency (including regional or head office), use the current configuration option. If, however, you wish to send the file to someone in another agency (and thus using different configuration settings) you must choose the generic option. This will allow even export to another country using a different currency.

When asked if you wish to open or save the file, you must select save. Be aware, however, that RuralInvest will export all projects as ‘project.riv’ and all profiles as ‘profile.riv’, so once saved to your hard disk, USB pen or other device, it is strongly recommended that you change the name to

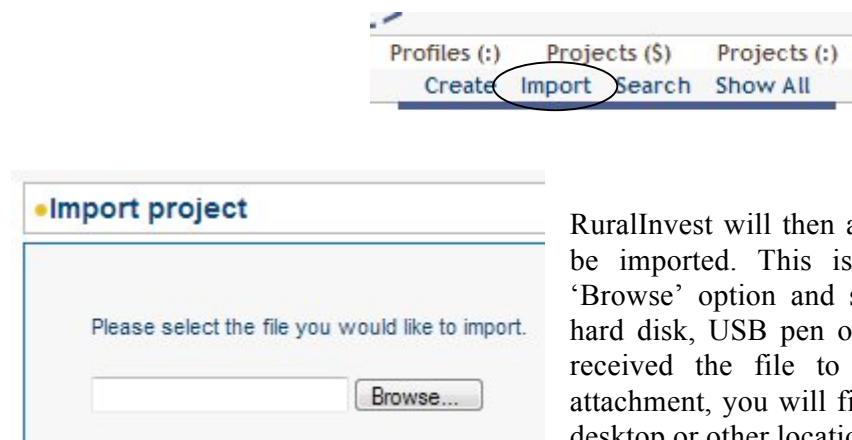
better indicate the file involved (e.g. Springhills Access Road Profile.riv). If you do not, you will soon find yourself unable to remember to which project it refers. Do not change the ‘riv’ suffix, however, or RuralInvest will not be able to import it.



be saved or sent where needed.

Once exported and with a useful name, the file can then

For importing files, the menu bar at the top of the Home Page screen must be used. Which menu bar category you pick will depend upon the type of file to be imported (IG Profile, NIG Profile, IG Project or NIG Project). In the example below it will be an IG Project.



RuralInvest will then ask you to identify the file to be imported. This is achieved by selecting the ‘Browse’ option and searching for the file on the hard disk, USB pen or other location. If you have received the file to be imported as an e-mail attachment, you will first have to save it onto your desktop or other location.

RuralInvest requires that all imported files, whether profiles or projects, be reviewed and saved screen by screen before the entire file is saved. This allows the software to check that the file is complete and undamaged. If the file being imported is a generic one, then this screen-by-screen review also provides the opportunity to modify the ‘generic’ label that may have been applied to such aspects as the project category or beneficiary type and replace it with an equivalent category on your system. For example, the generic file may have come from an agency using the categorization ‘aquaculture’. Your system may have ‘fish farming’ and this option can then be selected as part of the review process. If the currency of the original author of the file is different from your own, you will be asked to confirm the exchange rate to be used.

Import profile

This project or profile has been converted to USD and will be converted to the currency of your RuralInvest installation.
Please confirm the exchange rate from USD:
1.5 per US \$

13.2 Importing Configuration Settings

Updated configuration settings may be sent to you from head office on a periodic basis. As the smooth functioning of the RuralInvest system depends upon all users within the same agency having the same configuration, it is import to import these new settings immediately. RuralInvest will automatically incorporate them into the existing software.

Once the configuration settings file has been downloaded from the e-mail, or is accessible on a USB pen, CD-ROM or other source, the process is initiated by selecting the ‘Import’ sub-option from the Configuration option on the Home Page menu bar.

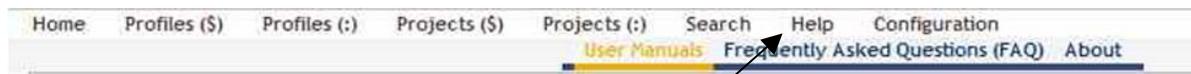


RuralInvest will then ask you to specify the name and location of the file, exactly as described above for importing other RuralInvest files.

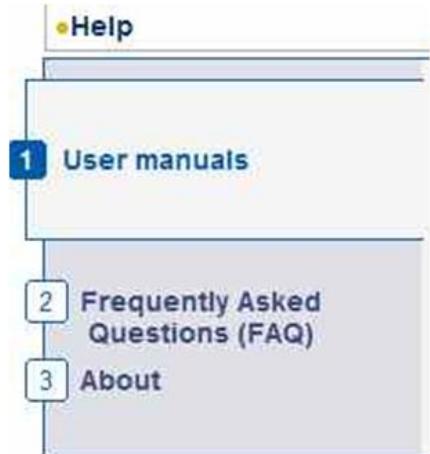
Administrators export their configuration settings by selecting the ‘Export’ option at the top of the ‘Settings’ sub-option of the Configuration option on the home page menu bar, but this export option is not available to users.

Administrators can only import configuration settings when installing for the first time and it must be done before any manual settings are made. **Users** can import new configuration settings from their parent agency at any time.

14. HELP SECTION



The Help option on the main menu of the Home Page provides additional information



User manuals – Each of the Technical Manuals (Modules 1, 2 and 3), as well as profile formats in Word format and this Software User’s Manual is available on-line. The Technical Manuals deal more with the logic and reasoning of the module structure. Where available, the technical and software manuals are provided in the language option selected for the software.

Frequently Asked Questions (FAQ) – Quick answers to a number of the most frequently asked questions are available under this heading.

About – Provides a short summary of the purpose and objectives of the RuralInvest system