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19 /02/2023

UFS: DEPUTY PROJECT MANAGER,

Signature:…………………..

Date:……………………….

**SHDEPHA+.**

**Dear Madam,**

**REF: REQUEST OF TZS 100,000/=TO BE USED AS LUNCH ALLOWANCE DURING THE ACTIVITY OF THE SUPPORTIVE DATA VERIFICATION, COLLECTION AND DATA ENTRY AT ARUSHA**

Please refer to the heading above,

I, M&E Officer kindly requesting your office to approve sum of Tsh 100,000/= Amount to be used as Lunch allowance to support team in Joint Data verification, Data Collection and Data Entry activities at Arusha, this activity will be conducted for 5 days starting from 20- 24 February 2023. During this activity verification and Collection will be done which will enable to collect data with high quality which reached the KP and PP with both SBCC sessions, Comprehensive Biomedical services, and other structural intervention for making data real time data entry into DHIS2 Tracker and other Systems. This activity will be conducted in collaboration with Case manager and Biomedical officer at Arusha.

Below is the budget breakdown for further actions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Quantity** | **Days** | **Lunch allowance** | **Total** |
| M&E Officer Arusha | 1 | 5 days | 20,000/= | 100,000/= |

It’s my hope this request will meet your consideration timely.

Best Regards,

…………………………….

Seleman Seja

M&E Officer

Arusha

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**19/02/2023**

TO THE PROJECT MANAGER,

UFS: DEPUTY PROJECT MANAGER,

Signature:…………………..

Date:……………………….

**REF: ACTIVITY PROPOSAL,**

**ACTIVITY TITLE: THE SUPPORTIVE DATA VERIFICATION, COLLECTION AND DATA ENTRY INTO SYSTEMS AND SUPPORTIVE SUPERVISION AT ARUSHA.**

**Technical Area Addressed :( Tick (X) where appropriate)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BIOMEDICAL | BEHAVIORAL | STRUCTURAL | PROGRAM  MANAGEMENT | GRANTS | FINANCE | HUMAN  RESOURCE | COMMUNICAITON | OTHERS |
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| --- | --- |
| **LOCATION OF ACTIVITY (National/Regional/District/Ward): District ARUSHDCDC,DCARUSHA** | ARUSHA |
| **LEVELOF IMPLEMENTATION**  **(National/Regional/District/Ward): Regional** | Regional |
| **PLANNED DURATION OF ACTIVITY** | Dates (20-24 February 2023) |
| **WORKPLAN ACTIVITY NAME:** | **SUPPORTIVE DATA VERIFICATION, COLLECTION AND ENTRY INTO SYSTEMS** |
| **RESPONSIBLE STAFF & ROLES:** | Seleman Seja  M&E Officer- ARUSHA |

**ACTIVITY DESCRIPTION:** SHDEPHA+ M&E Officer is expecting to conduct 5 days’ Field activity starting from 20-24 February 2023 consecutive in Facilities of Daraja II HC, Themi Dispensary, sombetini Dispensary, Levolosi, Kiranyi, Ngorbob Dispensary, Ester Ngaramtoni Dispensary and Kioga. This field activity aims to verify, and Validation data form all sources at the /above-mentioned facilities of Arusha. This exercise will help to reduce data discrepancies, and ensure data has been entered into government systems, project and government tools. This activity will be conducted in collaboration with Case manager and Biomedical officers at Arusha.

**OBJECTIVES:**

* Physical Verification and data triangulations between daily-received data from the health facilities registers, other biomedical service tools, KVP forms and in CTC2 Database (DHIS2).
* Data collection and Data entry for all data in respectively Project Systems.

**ACTIVITY PARTICIPANTS**

1. District Data Officer
2. M&E Officer
3. Case Manager
4. Biomedical Officer.
5. Health Care Worker

**EXPECTED OUTPUTS**

All planed facilities to be visited in Arusha.

HTS\_TST, HTS\_POS, INDEX\_TST, INDEX\_POS and KP\_PREV, PP\_PREV, PreP\_NEW and PreP\_CT data to be verified if it matches with the data reported by providers and if it is documented.

**METHODOLOGIES**

The activity will be conducted using the developed supervision checklist for data verification and physical verification of clients’ data on available registers,

**RESOURCES NEEDED**

* Vehicle for transportation
* Lunch Allowance
* Stationaries/Tools
* Internet access

**Prepared by;**

Seleman Seja.

………………………..

M&E Officer

ARUSHA