

artKenya.net Ltd

Monitoring & Evaluation System

Features

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Framework

Plans

Mande.net is designed to maximize the Monitoring and Evaluation process. It enables any organization to track its progress in achieving the goals and objectives it has set out. Regardless of the industry, cause or sector, it is possible to convert any plan into **objectives**, **activities** and **indicators** and the **questions** that will be used to establish the performance according to these measurements.

Objectives

Every goal can be broken down into objectives. These group together the planned activities that will be used to achieve the goal. An objective states where you expect to at the end of a given period (a year or more down the line).

Activities

These get into the details of how you expect to reach your goals. An activity is planned event or undertaking that has resources assigned to it and an expected output.

Indicators

An indicator is the milestone that tells you when you are on track or have reached your target. It lets you know what to ask in order to find out where you stand in terms of achieving your goals.

Questions

The questions you pose to your responders allow you to get the feedback that you need to establish whether you are meeting your targets. We have separated these because there are many instances when you need to ask more than one question to establish the correct answer.

Reports

Once the plans have been set up, users will be able to access the system and respond to the questions that are intended for them to answer. A report is logged every time a user responds to all the questions for a selected reporting period and finalizes it.

When the user has entered their answers, they can view their report online, **print** it out or download it as a **Word document**, **Excel spreadsheet** or **PDF document**. Users with administrative rights can also do this.

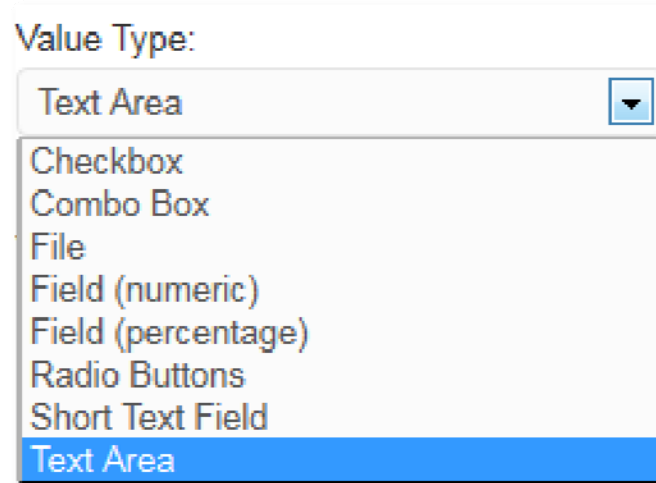
The information entered into these reports is stored in the database and can be used to compile summary and comparison reports for regions, organizational units or time periods. These reports can be in plain text form or can be presented in **graphs** and **pie charts**.

Search

The system comes with in-built search capabilities that allow you to narrow down reports or questions according to the date, region, organizational unit, objective, question type, user, etc.

Question Types

Mande.net offers a large variety of question types that allow you to capture virtually any response. The options aim to make it easy for the user to respond quickly and accurately while avoiding confusion.



A screenshot of a 'Value Type' dropdown menu. The menu is open, showing a list of options: Text Area, Checkbox, Combo Box, File, Field (numeric), Field (percentage), Radio Buttons, Short Text Field, and Text Area. The 'Text Area' option at the bottom is highlighted in blue. The dropdown is titled 'Value Type:' and has a small blue square with a downward arrow next to the 'Text Area' option at the top.

Multiple Choice

This presents the responder with a list of choices to select from. This type of question can be set up to allow only one choice to be selected or several of the available choices.

1 Have you received preliminary training?

☐ Yes ☐ No

This type of question is useful when the range of responses is known and you want to weed out unwanted answers. It can also be used when you want to suggest a list of responses to the user and only allow them to add an “other” response when theirs does not fall in the list.

Numeric

This type of question is ideal when the response is expected to be a number. It can be configured to allow either integer or decimal values.

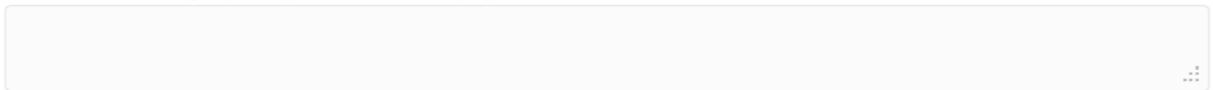
1 How many projects have you attempted this year ?

5

Plain text

When you want the responder to answer in their own words, this question type allows them to type in their response to the question.

2 Describe the challenges you experienced in these projects



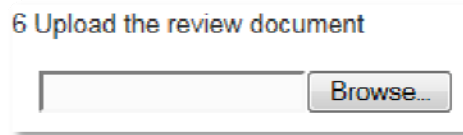
A screenshot of a plain text input field. The field is empty and has a light gray border. There is a small blue square with a downward arrow in the bottom right corner of the field.

Two modes can be selected, either long text (up to 16,000 characters) or short text (limited to 200

characters) to encourage brevity.

File

This question type is used to prompt the responder to upload documents or spreadsheets to go along with their reports. These are uploaded to the server and can be accessed as part of the report.



6 Upload the review document

Apart from choosing the type of question, it is possible to include parameters that dictate whether the question has to be answered.

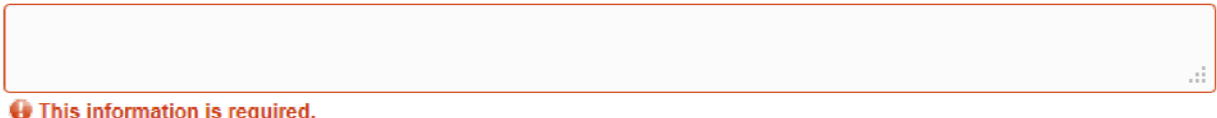
Validation


The type of question you select is also used to validate the responses given. The responses will be limited to either the options you provide, or numbers depending on these choices. Users will not be allowed to enter any invalid data that is not permitted for that field, e.g. text into a numeric field.

Mandatory Questions

When you designate a question as mandatory, it must have a response of the allowed type before the report can be completed. Each time the user tries to finalize a report that has not been completely answered, they will be prompted to provide the missing responses.

1 Describe the progress achieved in the implementation of the project



 This information is required.

Dependency

In certain cases, a question's relevance may depend on the response to a previous question. When a question is linked to another through a dependency, it will be disabled until the required answer is selected or entered.



Dependency: 

Dependency Value: 

Regions and Organizational Units

Mande.net has been designed to work for organizations that have multiple branches or regional offices across several countries. In this regard, the web-based nature of the system makes it possible for various users across these geographic locations to access the same system and respond to the same questions without the need for installing any additional software.

Mande.net supports multiple languages which enhances its usability in many locations even when the preferred language of each user is not the same. Each user can opt to view the system in the language of their choice.

Users can also be categorized into organizational units. This governs the type of questions they can respond to and reports they can see. The planner is able to pose questions to certain users or groups of users when it is relevant to these users. This avoids situations where a user has to respond to a question that they are not in a position to answer. They can spend less time clicking or entering none or not applicable and only answer the questions that are meant for them.

This can also be done on a regional basis. You can set up your plan so that only the countries/regions that are carrying out a certain project are required to answer questions regarding that project. Other responders would not even need to know that the project is being undertaken and would not need to provide answers for it.

Reporting Frequency

During the process of setting up your plans, you can also determine how frequently the users need to respond to your questions. The available frequencies are:

- Monthly
- Quarterly
- Semi-annual
- Annual

Users will be automatically reminded every time they log into the system that they have a report pending for the next reporting period until they finalize that report. The reminder includes a link that takes them directly to the report so they can provide the required information.

Status Reports

Attention! The 2011 Semi-annual report for your chapter is pending

★ [Create this report](#)

It is also possible to setup the system to send out reminders by email when the reports are pending from the users.

Requirements

- For end users, only a web browser and an internet connection are required to access the system.
- The core files that enable the system's functions must be hosted on a server to make them available on the internet or within an intranet.
- A domain name is required when the system is hosted on the internet. An SSL certificate is optional and is based on the level of security required.
- The system can be installed on either a **Microsoft Windows** or **Linux** operating system.
- It runs equally well on **Apache HTTP Server** or Microsoft's **Internet Information Services**
- The server environment must be running **PHP** and **MySQL**.

Note:

- In all cases, it is recommended to have the latest stable versions of the software installed both on the server and for the users accessing the system. This is important in reducing the number of bugs and security risks the system will be exposed to.
- We strongly recommend allowing artKenya.net Ltd. to host the system because it has been thoroughly tested in our hosting environment. Where issues arise, we can easily intervene to resolve them and we can often preempt errors before they occur. The system cannot be guaranteed to work in the same way on different hosting platforms because the configurations and permissions each provider allows vary.

Customization

Although **Mande.net** is designed to meet a wide range of monitoring and evaluation requirements, there are number of customizations that likely need to be made every time it is installed:

- **Language** - when required, additional languages may need to be added to the system and translation done for the interface into these languages.
- **Organizational units** – these often vary from one organization to another, so these may need to be added/removed on a case by case basis.
- **Regions and Chapters/Branches** – again these are specific to each organization depending on the nature of the operation and the areas being focused on.
- **Reports** – these need to be tweaked to the organizations needs and can sometimes be altered on an annual basis.